

Harmony Romero, Esq.

Associate Attorney

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(123) 456-7890

Denver, CO

[LinkedIn](#)

WORK EXPERIENCE

Ball Corporation

Associate General Attorney

Denver, CO | 2020 - current

- Drafted legal correspondence and 13 partnership agreements
- Advised 325+ employees on claim validity, receiving 98% positive client reviews and increasing referral rates by 4%
- Developed policies to ensure 100% legal compliance
- Collaborated with 25+ external legal parties

Rausch Sturm LLP

Associate Attorney

Denver, CO | 2017 - 2020

- Implemented an automated filing system to confidentially store and encrypt documentation, increasing efficiency by 23%
- Collaborated with 6 paralegals and 3 interns to delegate administrative tasks, decreasing average cycle time by 42%
- Launched a career progression training program, decreasing staff churn by 33% and increasing customer satisfaction by 8%

Tyson & Mendes

Entry-level Attorney

Denver, CO | 2015 - 2017

- Researched 8 fields of law, including Colorado employment, healthcare, real estate, and professional liability law
- Delegated administrative and accounting tasks among 4 attorneys, increasing efficiency by 27%
- Implemented cloud practice management software, decreasing weekly workload by 16% and decreasing staff churn by 29%
- Represented 20+ real estate clients in court, reducing trial time by 23% and reaching desired outcomes 63% of the time

Illumine Legal, LLC

Intern

Denver, CO | 2013 - 2015

- Researched 8 areas of law, including tax planning, estate ownership, and marital agreements, for clients
- Drafted 15+ types of legal documents, including settlements, memorandums, motions, contracts, and briefings
- Scheduled client meetings, interviews, and other engagements for 7 attorneys, increasing attorney productivity by 19%
- Managed and organized office inventory and supply budget, saving \$12K a year on extraneous supplies

SKILLS

- Federal Law
- Colorado Law
- Legal Writing
- Electronic Case Filing
- Legal Research
- Accounting
- Negotiation
- Time Management
- Microsoft Office Suite
- Google Suite

EDUCATION

Juris Doctorate

Sturm College of Law

2013 - 2015

Denver, CO

Bachelor of Science

Economics

University of Colorado,
Denver

2008 - 2012

Denver, CO

BAR ADMISSIONS: COLORADO

- Colorado