

# HARMONY ROMERO, ESQ.

*Associate Attorney*

✉ h.romero@email.com

☎ (123) 456-7890

📍 Denver, CO

🌐 [LinkedIn](#)

## EDUCATION

Juris Doctorate

**Sturm College of Law**

📅 2013 - 2015

📍 Denver, CO

Bachelor of Science

Economics

**University of Colorado,  
Denver**

📅 2008 - 2012

📍 Denver, CO

## SKILLS

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

## BAR ADMISSIONS: COLORADO

- Colorado

## WORK EXPERIENCE

Associate General Attorney

**Ball Corporation**

📅 2020 - current

📍 Denver, CO

- ***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

Associate Attorney

**Rausch Sturm LLP**

📅 2017 - 2020

📍 Denver, CO

- ***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%

Entry-level Attorney

**Tyson & Mendes**

📅 2015 - 2017

📍 Denver, CO

- ***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

Intern

**Illumine Legal, LLC**

📅 2013 - 2015

📍 Denver, CO

- ***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