





HARMONY ROMERO, ESQ.

ASSOCIATE ATTORNEY

CONTACT

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(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%
- **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%**
- 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
- **Managed and organized office inventory and supply budget**, saving \$12K a year on extraneous supplies