

HARMONY ROMERO, ESQ.

Associate Attorney

✉ h.romero@email.com

☎ (123) 456-7890

📍 Denver, CO

🌐 [LinkedIn](#)

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

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