

# RILEY BURTON

## Entry Level Attorney

✉ rburton76@gmail.com

☎ (123) 456-7890

📍 Houston, TX

🌐 [linkedin.com/in/riley-burton](https://www.linkedin.com/in/riley-burton)

## WORK EXPERIENCE

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### Judicial Intern

#### U.S. District Court - Eastern District New York

📅 2020 - 2020

📍 Houston, TX

- Performed a wide range of duties including reviewing trial records, researching case law, assisting in the drafting of memorandum, and briefing the judge
- Drafted court rulings on tort law matters primarily regarding the Americans with Disabilities Act which involved exhaustive research of legal precedent
- Reviewed judge pleadings, motions, and other case filings for legal sufficiency and accuracy
- Sorted, classified, copied, and distributed relevant court records to assist judicial and legal staff saving them over 50 hours of manual research each month

### Summer Intern

#### The Legal Aid Society

📅 2019 - 2019

📍 Houston, TX

- Shadowed attorneys throughout the workday and in court proceedings in the criminal justice unit
- Assisted in legal research for a case involving a defendant accused of involuntary manslaughter who was later acquitted due to the strength of the defense's case
- Assisted in intake for new prospective clients by asking questions about their circumstances, their case, and accurately entering that data into the system
- Presented a mock defense to an internal team of 5 criminal defense attorneys which involved fact gathering, legal research, and formulating a coherent defense based on findings

## EDUCATION

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Juris Doctor

#### University of Houston

📅 2019 - 2021

📍 Houston, TX

Bachelor of Arts

History

#### University of Texas at Austin

📅 2014 - 2018

📍 Austin, TX

## SKILLS

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State court

LexusNexis

Mediation

Communication

Negotiation

E-discovery

## BAR ADMISSIONS

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Texas