

HAL FEENEY

Staff Attorney

✉ halfeeny@gmail.com

☎ (123) 456-7890

📍 Houston, TX

🌐 linkedin.com/in/hal-feeny

EDUCATION

Juris Doctor

Texas A&M University School
of Law

📅 2018 - 2021

📍 College Station, TX

Bachelor of Science

Business Administration

Texas A&M University

📅 2014 - 2018

📍 College Station, TX

SKILLS

Document Review

Diligent

Organized

Problem Solving

Analytical

CAREER OBJECTIVE

Highly focused, confident, dedicated, and committed law student with strong sense of values and thirst for justice seeks to start career with a major law firm.

WORK EXPERIENCE

Writer

Texas A&M Law Review

📅 2020 - 2021 📍 Houston, TX

- Achieved an invitation to grade on to law review. Placed number 2 out of 5 selected for the year.
- Supervised a team of staff writers focused on Arts and Humanities. Wrote 10 articles on different legal topics such as Civil Procedure as a Critical Discussion and Celebrating Classical Rhetoric.
- Awarded the Burton Legal Writing Award. Was 1/15 to earn this prestigious award.
- Collaborated with Department Head in annual written review, "Early Childhood Development Post COVID".

Summer Intern

Two Sigma

📅 2019 - 2019 📍 Houston, TX

- Assisted with statistical analysis and other special projects.
- Supported accounts receivable management. Reduced late AR by 6% over two months.
- Supervised the preparation and distribution of monthly and quarterly financial analysis reports to management.
- Supervised the taking of minutes, printing, collation, and distribution to all 35 associates and staff.

Legal Assistant

Hudson's Bay

📅 2018 - 2019 📍 Houston, TX

- Managed client billing by preparing, finalizing, and sending out invoices. Resolved invoice issues in coordination with the billing attorney. Assisted in reducing late payments by 5%.
- Supervised assistant team in researching regulations, laws, and legal articles in preparation of reports, case files, and legal advice.
- Managed the managing partners' calendars, scheduled meetings, and made all travel arrangements.

- Executed project to upgrade the electronic filing system to increase efficiency and security. Reduced search time by 1 hour per week per associate - total reduction time of 60 hours per month.