





# CÉSAR CABAL, JD

## Staff Attorney

### CONTACT

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(123) 456-7890   
Seattle, WA   
[LinkedIn](#) 

### EDUCATION

Juris Doctor  
Washington State University  
School of Law  
2014 - 2017  
Seattle, WA

Bachelor of Arts  
Philosophy  
Washington State University  
2009 - 2013  
Pullman, WA

### SKILLS

Problem Solving  
Organized  
Analytical  
Westlaw  
Diligent  
Litigation

### BAR ADMISSIONS

Washington State

### WORK EXPERIENCE

#### Staff Attorney

Ascensus

2019 - current / Seattle, WA

- Managed caseload of 73 fee-for-service engagements.
- Directed staff for publication in industry journals and publication. 5 articles published.
- Streamlined and updated qualified retirement plan forms for use by financial organizations, sponsors, and practitioners.
- Managed staff of 3 in directing Helpdesk queues. Increased client base by 3%.
- Directed the legal research and drafted legal briefs for all associates in the 529 College Savings Plan department.

#### Staff Attorney

Seyfarth Shaw LLP

2017 - 2019 / Seattle, WA

- Managed team that conducted intake and consultations. Processed through 20 new clients from intake through contract.
- Advised executives on the potential ramification of proposed organizational policies and procedures. Reduced legal exposure by rewriting Policies and Procedures Manual.
- Developed, wrote, and conducted in-house professional development and training presentations for 15 legislators and legislative staff.
- Directed the collection, collation, and distribution of meeting minutes and internal reports to 60 associates.

#### Legal Assistant

ConEdison

2015 - 2017 / Seattle, WA

- Managed bills for third-party vendors, processed all check requests, and worked with the accounting department to ensure correct data—100% reconciliation.
- Executed scheduling of all conferences and depositions while maintaining attorney calendars.
- Researched and adopted new software to streamline document management and organization. Software rollout to all 5 ConEd legal offices.
- Operated reception desk - all inquiries dispersed to appropriate lawyers. Reduced client wait time by 2 minutes.