**SOLOMON FARLEY**

| **Washington, DC 20005 | 555-555-5555 | example@example.com**  |
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Professional Summary

Astute professional with experience in public policy and consulting. Adept in labor law, contract negotiations and dispute resolution. Leverages excellent communication and problem-solving skills to successfully represent clients. Handles multiple tasks, prioritizes efficiently and meets tight deadlines.

Skills

| * Arbitration and litigation
* Legal documentation
* Case interpretation
* Residential mortgage lending regulations
 | * Mediation
* Oral debate
* Investigation skills
* Settlement negotiation
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Work History

**Legal Consultant** 03/2018 to Current

**Roofs for Everybody** – Washington, DC

* Prepare and file pleadings, motions and other legal documents in court proceedings for illegal home foreclosures.
* Communicate with over 30 clients and collect information to research cases and prepare settlement offers.
* Negotiated settlements with opposing counsel.

**Associate Lawyer** 05/2013 to 02/2018

**Bowler and Crane Associates** – Washington, DC

* Prepared and reviewed contracts and other legal documents following applicable regulations.
* Analyzed and applied legal principles and performed legal research to support litigation strategy.
* Managed 20 discrimination claims in mortgage lending worth over $2M.

**Staff Member** 01/2010 to 04/2013

**United States House of Representatives** – Washington, DC

* Collected, drafted and maintained resources to provide comprehensive materials accessible to all staff members.
* Provided legal research and legal technical content to produce public policy bills.
* Gathered evidence to formulate defense or initiate legal actions.

Education

**Bachelor of Science**: Political Science

**George Washington University** - Washington, DC

**J.D.**

**Georgetown University** - Washington, DC