

DAVID MICHAEL SMITH

124 W 8th St, Austin, TX 78701

Mobile: 855-654-9810

- Email: davidmichaelsmith@federalresumeguide.com

SUMMARY:

Bilingual (English and Spanish) Assistant Attorney General from Austin, Texas. Have a Yale University doctoral degree (J.S.D.) and more than 15 years of experience in jurisprudence. Last year, for my professional achievement, I was awarded by the National Association of Distinguished Counsel

(NADC).

From 2005 to 2012, I was engaged in civil advocacy, but after receiving a doctorate, moved to criminal justice. For the last 3 years, I work at the Texas Department of Criminal Justice as a Deputy Assistant Attorney General.

Having impeccable recommendations and a perfect legal reputation considering new career opportunities.

Expert in administrative law and litigation with proven expertise. I speak fluent Chinese and am ready to operate on extended business trips. The highly organized specialist who provides expertly supported facts to solve cases and allocate settlements. Willing to take up a new job position within 2 weeks.

PROFESSIONAL EXPERIENCE:

Deputy Assistant Attorney General

07/2016 - Present

Texas Department of Criminal Justice

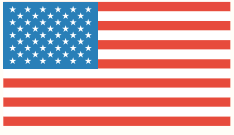
- Evaluate, charge, consult, and investigate criminal cases.
- Keep track of all expenses associated with every case. Minimize overtime for employees, witness costs, and additional fees.
- Advise law enforcement agencies about possible criminal violations.
- Perform other similar tasks as assigned by the Senior Assistant Deputy Attorney General, Deputy Attorney General, and Attorney General.

Trial Attorney

01/2013 - 12/2015

Southern District of Texas | Department of Justice

- Served Unit Chief in the processing of Division records, ensured searches and processing that are conducted by appropriate laws, regulations, and policies.
- Assisted in the arrangement of pleadings and the defense of the Criminal Division in the trial.
- Planned assign work to subordinates, evaluate job performance, gave advice and guidance to staff, made suggestions to the Unit Chief on education demands.
- Assisted in the arrangement of statistical reports for the Congress and private use to reflect the Division's actions throughout each year.



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Court Clerk I (Special Project Worker)

11/2007 - 05/2012

Travis County

- Assisted and answered public questions by phone, email, or in person. Classified and distributed incoming letters and other legal papers, schedule wedding appointments, provide various attorney assistance to the public.
- Served as the first point of contact with defendants, families, court personnel, Constable's Officers, judges, lawyers, County and District Attorney's Office, parties, and the overall public about status, distribution, and pending activities of individual cases.
- Took initial moves to solve civilian complaints, and guarantees department policies and procedures are met, provide tech consultations and support concerning legal records of all types.
- Provided radio and telecommunications services to deputies.
- Notified the law enforcement judges and other interested parties when a protective order becomes final.

Legal Assistant III

04/2005 - 08/2007

Texas Education Agency

- Provided legal assistant support to four attorneys, including planning motions and pleadings, organizing, assembling, and arranging papers for use in legal processes, scheduling court journalists, and translators.
- Supported with processing department Public Information Act Requests, edited responsive reports for submitting samples to the Attorney General for withholding.
- Communicated with the state members, the education service, legal offices, and SOAH concerning case state and procedures.

EDUCATION:

Yale University, Yale Law School

2011 - 2015

Doctor of the Science of Law (J.S.D.)

The University at Texas at Austin

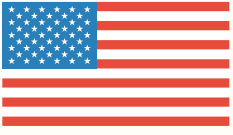
2008 - 2011

School of Law

Master of Laws (LL.M.) Human Rights & Comparative Constitutional Law

AWARDS:

- National Association of Distinguished Counsel (NADC)
- Jurisprudence Award - Trial Skills II: Criminal Trial
- Recipient - Yale Law School Scholarship



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KEY SKILLS:

- Litigation
- Administrative
- Law
- Appeals
- Influencing and Negotiating
- Political
- Savvy

LANGUAGES:

- English (native)
- Spanish (bilingual)
- Chinese (fluent)