Alex Morgan

Attorney, Commercial Litigation

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Summary

Commercial litigation attorney with five years supporting business disputes through research, drafting and case preparation. Coordinates matter records, prepares documents for partner review and communicates clearly with clients within assigned responsibilities.

Experience

Associate Attorney, Example Rowan Legal Practice

Sep 2022 - Present

- Prepare draft motions, research memoranda and case chronologies for commercial disputes under partner supervision.
- Coordinate document review workstreams across four active matters and track unresolved factual questions.
- Prepared a reusable chronology template that reduced duplicated source checks across the matter team.
- Support client update meetings by summarising completed work, upcoming deadlines and questions requiring instructions.

Junior Associate, Example Rowan Legal Practice

Sep 2021 - Aug 2022

- Researched procedural and contract issues and maintained citation notes for supervising counsel.
- Organised source documents and prepared witness-preparation packs for lawyer review.
- Maintained internal deadline records and confirmed changes with the responsible matter lead.

Education

Juris Doctor

2018 - 2021

Example Stonebrook School of Law

BA, History

2014 - 2018

Example Redleaf College

Skills

Practice: Commercial litigation support, Legal research, Motion drafting, Case chronologies

Matter management: Document review coordination, Deadline tracking, Client update preparation

Writing: Research memoranda, Citation checking, Structured factual summaries

Projects

Matter chronology workflow

- Designed a source-linked internal chronology format with review notes and ownership fields.
- Tested the format on two anonymised training exercises and prepared a guide for junior colleagues.

Credentials

- Ohio bar admission, 2021; active registration (illustrative; number omitted)

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/attorney-resume-sample