
BENTLEY L. JIMMERSON

L.L.B: II.I ❖ C: +1 (702) 371-9539 ❖ C: +353 (87) 0936671

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PROFESSIONAL SUMMARY

Driven and analytical law student with experience acting as a Legal Assistant and Legal Administrative Clerk in Medical Malpractice Law, Divorce Law, and other civil areas. Highly skilled at multitasking, jury and court trials and assisted in deposition preparation. Maintained strong client-lawyer relationships and ambitious to learn, apply, and utilize past and future knowledge of the international legal field.

SKILLS

- ❖ Analysis and Problem-Solving
- ❖ Relationship Building
- ❖ Legal Correspondence
- ❖ Critical Thinking
- ❖ Prodigious Work Ethic
- ❖ Microsoft Office/Excel
- ❖ Project Organization
- ❖ Meeting Preparation
- ❖ Civil Law, assisted in multiple complex jury trials
- ❖ Proofreading and Editing
- ❖ Dictating and Diligent Note-Taking

WORK HISTORY

Legal Intern, Legal Clerk for the HSE, Part-Time 06/2023 through 08/2023

Philip Lee, LLP - Dublin, Ireland

- ❖ Managed multiple tasks and time-sensitive deadlines.
- ❖ Attended court and provided, edited, and sealed documents to the respective parties
- ❖ Resolved research problems and responded to clients with speed and efficiency.
- ❖ Wrote and published multiple articles in the Quarterly Healthcare Review Article

Solicitor's Clerk/Legal Assistant, Part-Time 05/2017 through 09/2022

The Jimmerson Law Firm - Las Vegas, Nevada, USA

- ❖ Managed accounts and client records, always adhering to confidentiality.
- ❖ Worked alongside attorneys, administrative assistants, and paralegals on cases and legal processes.
- ❖ Prepared for jury and non-jury trials, conducting legal research, and drafting, reviewing, and filing pleadings with the courts, and fully comprehending the importance of teamwork.
- ❖ Participated in office scheduling, marking appointments, and making notes for the lawyers regarding motions and deadlines.
- ❖ Organized and managed exhibits and interpersonal communications.
- ❖ Maintained working relationships with the courts, lawyers, and fellow legal assistants not specific to the firm of employment.

Private Academic and Personal Tutor, Part-Time 08/2016 through 08/21
Las Vegas, Nevada, USA

Dispatcher/Receptionist, Part-Time 05/2016 through 09/2016 Executive
Las Vegas - Las Vegas, Nevada, USA

EDUCATION

L.L.B: Major in Law with a Minor in Business, Expected in 5/2024, II.1 Average

Trinity College Dublin - Dublin, Ireland

- ❖ Member of the Law Society
- ❖ Member of the Literary Society
- ❖ Member of the Music Society
- ❖ Member of the Philosophical Society

High School Diploma: 05/2020, Graduated with 4.5 GPA

The Meadows School - Las Vegas, Nevada, USA

- ❖ Awarded Student of the Year, English in 2017 and 2020
- ❖ Member of the National Honor Society
- ❖ Member of National Thespian Honor Society
- ❖ Member of National Spanish Honor Society
- ❖ Member of National Society of High School Scholars
- ❖ Member of National English Honor Society
- ❖ President and Member of Women's Empowerment
- ❖ President and Member of Mustang Mentors
- ❖ Elected Captain of the Debate Team
- ❖ High Honors List from 2016 through 2020

ADDITIONAL INFORMATION

Hobbies and Interests:

- ❖ International travel
- ❖ Languages and etymological studies
- ❖ Literature
- ❖ Debates, Philosophy, and Strategy
- ❖ Current Affairs, Diplomacy, and Relations
- ❖ Fine Arts
- ❖ Classical studies and modern implications

In August 2022, I delivered a speech at The Nevada Donor Network gala with other 500 people, advocating for the development of a fully operational organ transplant medical center. This project later went on to be approved for 15 million dollars in funding.

Part-time employee and full-time student since 2016. Eager to achieve and prosper under strong leadership for summer positions and trainee contracts currently until the search for long-term employment upon graduation with a Bachelors of Law and a Minor in Business. Bilingual in English and Spanish.