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<b>PROFILE</b>	<ul style="list-style-type: none"> <li>• Highly accomplished professional who is able to adapt to changing priorities, work under pressure, and meet deadlines</li> <li>• Possess well developed interpersonal skills and the ability to motivate and direct others in a cooperative team environment</li> </ul>
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**EXPERIENCE**


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Escrow and Real Estate	<ul style="list-style-type: none"> <li>• Prepared settlement statements, title commitment, and other documents in accordance with the real estate contact or instructions given</li> <li>• Obtained payments due and disbursed funds to appropriate parties</li> <li>• Collected and reviewed necessary paperwork from third-parties including payoff statements, insurance statements, and home warranty information</li> <li>• Reviewed commitment or binder to determine any exceptions that must be cleared prior to closing and determined documentation necessary to waive exceptions</li> <li>• Completed closing transaction documents by assembling documents; reviewed papers with parties; explained provisions and procedures; answered questions; checked documents for completeness and accuracy; and obtained signatures</li> <li>• Prepared and distributed final closing statements and title</li> </ul>
Litigation	<ul style="list-style-type: none"> <li>• Prepared briefs for civil and criminal proceedings, for example, a trial brief in opposition to the Defendant's motion to suppress evidence</li> <li>• Drafted chapter regarding the Colorado Consumer Protection Act for a treatise titled <i>Colorado Personal Injury Practice- Torts and Insurance</i> (Colorado Practice Series)</li> <li>• Wrote memos summarizing pleadings submitted by opposing parties</li> <li>• Wrote final orders, filed by the Denver District Court unedited, regarding motions to: dismiss, set a cost bond, enter judgment, grant summary judgment, and grant bill of costs</li> <li>• Analyzed case files to determine facts and issue of a particular case</li> <li>• Contacted clients to gather information and give case status updates</li> <li>• Proofread appellate briefs by verifying accurate citations to case law and court records, and summarized additional applicable case law</li> <li>• Gained exceptional knowledge of the rules of evidence researching issues for motions hearings and trial</li> </ul>
Federal Statutes	<ul style="list-style-type: none"> <li>• Researched interim federal regulations concerning environmental emergency planning and Homeland Security</li> <li>• Wrote an informative letter notifying hazardous waste facilities of the new regulations and how to comply with those regulations; letter was mailed to companies nationally</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Interpreted complex insurance contracts for clients and supervising attorneys at mid-sized insurance defense law firm</li> <li>• Wrote coverage opinions for clients concerning employee benefits liability and commercial general liability policies</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Responsible for day-to-day managerial functions including scheduling, purchasing, inventory, sales reporting with TENT Corporation</li> <li>• Accountable for budgeting social events by obtaining bids, contracting with vendors, and coordinating services to maximize benefits and reduce costs with City of Southlake</li> </ul>

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## EDUCATION

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*University of Denver, Sturm College of Law*

Denver, Colorado

- Member of the Bar, State of Texas, admitted 2009
- Clerked for District Court Judges in Texas and Colorado

**Juris Doctorate**

August 2006 – December 2008

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*Arizona State University, Hugh Downs School of Communication*

Tempe, Arizona

**Bachelor of Arts**

August 2000 – May 2004

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## SELECTED WORK HISTORY

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- *LegacyTexas Title, Closing Attorney*, Dallas, Texas 06/10 - current
- *Robert Half Legal, Contract Attorney*, Richardson, Texas 03/10 - 03/10
- *Appellate Division Intern, Collin County District Attorney's Office*, McKinney, Texas 09/08 - 10/08
- *Judicial Clerk, 68<sup>th</sup> District Court*, Dallas, Texas 06/08 - 08/08
- *Law Clerk, Grund, Dagner & Nelson P.C.*, Denver, Colorado 01/08 - 04/08
- *Judicial Clerk, Denver District Court*, Denver, Colorado 08/07 - 01/08
- *Legal Intern, Gablehouse, Calkins & Granberg, L.L.C.*, Denver, Colorado 06/07 - 08/07
- *National Trainer and Bartender, TENT Corporation*, Lonetree, Colorado 11/06 - 01/08
- *Recreational Aide, City of Southlake*, Southlake, Texas 05/98 - 08/01

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## SKILLS

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Technology

- Proficient with escrow and closing software such as Ramquest
- Expert with Microsoft Office software on both Mac and PC platforms, including PowerPoint, Access, Word, Excel and Outlook
- Researched changes in case law for Collin County District Attorney's Office's semi-annual appellate department case law update using Westlaw and Lexis-Nexis
- Coordinated office services for small law firm, gained knowledge of office equipment such as copy, fax, and binding machines

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Leadership

- Instructor of accredited leadership seminar at Arizona State University that focused on problem solving, setting positive examples, and information management
- Gained managerial experience as a national trainer for service staff with Fox and Hound Restaurant Group

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## AFFILIATIONS

- American Bar Association
  - Dallas Bar Association
  - Dallas Young Lawyers Association
  - Legal Aid of Northwest Texas, Volunteer
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*References and Writing Samples Available at [www.SarahBob.com](http://www.SarahBob.com)*