

## Forrest Good, Attorney at Law

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### EDUCATION

**St. Mary's University School of Law**, San Antonio, Texas

May 2019

Doctor of Jurisprudence

- Linda and Dave Schlueter 2017 First Year Moot Court Competition, Octa-Finalist
- Scholar: St Mary's Law Review on Race and Social Justice, Volume 20 Staff Writer Excellence Award

**University of Texas at San Antonio**, San Antonio, Texas

Bachelor of Arts, Communication, Focus in Digital Communication, Minor in Business Administration

August 2013

### EXPERIENCE

**Bryant Law PC**, San Antonio, Texas

2020

Law Clerk

- Used modern technology to prepare legal drafts and manage cases by assembling and organizing information for legal forms and documents in virtual spaces. Researched law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; prepared legal memoranda.

**Shumway Van**, San Antonio, Texas

2019

Law Clerk

- Prepared legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings. Researched law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; prepared legal memoranda. Assembled case materials by collecting, organizing, and summarizing information, documents, reports, and evidence. Prepared for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions. Maintained calendar by entering and updating requirements, court dates, and meetings. Protected law firm by keeping client information confidential.

**Fahle Han Law, PLLC** San Antonio, Texas

2017-2019

Law Clerk

- Performed legal research for criminal and family law cases, wrote briefs based on legal research, assisted in office management, web-design, and social media, shadowed partners and associates in their daily court appearances at the state and federal levels

**Flannary Law Firm, PLLC**, San Antonio, Texas

Summer 2017

Law Clerk

- Performed legal research for criminal law cases, wrote briefs based on legal research, developed strategy and arguments

**Heard & Smith LLP**, San Antonio, Texas

2015-2016

Legal Assistant

- Multi-tasked client surveys, emails, and queue calls, maintained client confidentiality; interacted with Social Security offices including Disability Determination Services, Office of Disability Adjudication and Review, and District Offices
- Provided solutions to client needs and questions through multiple communication channels; used data tables to attain information about customer service quality

**Good Creative Media**, San Antonio, Texas

2009-2016

Creative Media Developer

- Coordinated marketing, promotions, public relations, band rehearsal hosting, merchandise sales, graphic design and photography
- Created content for new media social networks

**Natural Arts Dental Lab**, San Antonio, Texas

2014-2015

Communication and Marketing Coordinator

- Created detailed and usable documentation through user interface research design; designed new client documents
- Managed website and social media; implemented software and provided IT support; created weekly email newsletter
- Implemented internal and external marketing including advertising placements; marketed brand through creation of flyers, brochures, and price lists; performed public relations at events and conventions; sold through telemarketing and outbound tactics

**San Antonio Current**, San Antonio, Texas

2014

Production Intern

- Built full-color advertisements, created small format web ads, and updated collateral materials for internal use

### SKILLS

- Confidentiality, Client Contact Skills, Legal Administration Skills, Legal Compliance, Litigation, Administrative Writing Skills, Documentation Skills, Word Processing, Scheduling, Verbal Communication, Client Relationships. Performed IT assistance for other employees.
- Adobe Creative Suite (Dreamweaver, Flash, Illustrator, InDesign, Photoshop), iMovie, Final Cut Pro, Audacity Audio Editor, Cloud-based Google Suite, Content Management System, CLAIMS, NEXUS, Microsoft Office Suite (Word, Excel, PowerPoint), Prezi, YouTube, Facebook, Twitter, Instagram, WordPress, a variety of case management systems