

Amanda Robertson

Legal Assistance Attorney - United States Marine Corps

Montrose, PA

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(269)967-4187

Authorized to work in the US for any employer

Work Experience

Legal Assistance Attorney

United States Marine Corps

November 2016 to Present

- Provided legal advice and services to over 500 clients in family law, estate planning consumer protection, debt management, state and federal tax, and other miscellaneous legal issues
- Advised Marines on employment law and administrative regulations
- Drafted, reviewed, and executed over 200 wills and durable powers of attorney
- Provided legal information presentations in family law, estate planning, and pre-deployment military planning
- Designed and conducted an in-depth analysis of the Legal Assistance Office in order to determine manpower requirements necessary to meet all required tasks and directives
- Led, supervised, and mentored five junior Marine legal clerks in the performance of legal duties and the efficient running of the Legal Assistance Office
- Provided classroom instruction on a recurring basis to Marines facing civil legal issues

Deputy Post-Trial Review Officer

United States Marine Corps

September 2015 to May 2016

- Coordinated and managed the completion of the post-trial review process for all criminal military courts-martial in the Western Judicial Circuit, from the initial drafting of the Record of Trial to the delivery of the Record of Trial to the Navy and Marine Corps Court of Criminal Appeals
- Conducted legal research into clemency matters and allegations of legal insufficiency or error raised by defense counsel and provided advice to unit staff attorneys on possible courses of action or appellate legal issues related to the allegations of legal insufficiency or error
- Drafted and reviewed over 100 staff attorney recommendation letters regarding the results or trial, legal error at trial, further procedural requirements, and other regulatory requirements of unit commanders necessary to complete the post-trial procedures prior to appellate review
- Analyzed the post-trial review process and implemented process improvements to decrease processing timeframes by over 25%, ensuring that over 100 courts-martial records were processed in accordance with regulatory standards
- Led, supervised, and mentored and trained 6 Marine legal clerks in their daily duties
- Provided training to Marine Corps lawyers in the post-trial process

Assistant Deputy Staff Judge Advocate

United States Marine Corps - Camp Pendleton, CA

September 2014 to September 2015

- Reviewed and analyzed over 60 administrative investigations involving criminal misconduct, employment discrimination claims, personal injuries and deaths, and other matters
- Reviewed and analyzed 60 criminal investigations of sexual assault and drafted legal advice memos for the Division General Counsel and unit commanders
- Tracked and managed the adjudication of 13 officer misconduct investigations and administrative separations, including drafting legal advice memos for unit commanders and the Division staff attorney
- Prepared, reviewed, and gave advice on over 300 adverse employment actions, including ensuring correct administrative processing and regulation compliance
- Led, mentored, and supervised four subordinate Marine legal clerks
- Responsible for training Marine legal clerks in their office duties and ensuring the smooth and efficient running of the office
- Provided group presentations to train Marines in relevant legal topics

Marine Corps Unit Commander

United States Marine Corps - Parris Island, SC
November 2013 to September 2014

- Led, supervised, and ensured the successful initial military training of 200 new Marine recruits, certifying all safety, efficiency, and military standards were met or accomplished throughout the recruit training cycle
- Led, supervised, and mentored 20 drill instructors serving under my command as they trained 200 new Marine recruits throughout recruit training
- Conducted research into female Marine recruit discharges in order to increase training efficiency and for future training development
- Conducted administrative investigations into the causes of recruit physical injuries during recruit training and the alleged misconduct of drill instructors
- Provided group presentations to over 200 recruits at a time in relevant military topics
- Responsible for processing all administrative paperwork related to the training and supervision of all Marine recruits, including performance evaluations and counseling, medical processing, and administrative separation processing
- Drafted performance evaluations for all Marine Drill Instructors under my supervision and provided personal training and counseling related to job performance, improvement, and professional development

Criminal Defense Counsel

United States Marine Corps
April 2012 to October 2013

- Successfully defended 56 Marine clients in military courts-martial and administrative separations proceedings
- Litigated 7 fully contested criminal trials at initial pleadings, pre-trial motions, trial, sentencing hearings, and post-trial advocacy, for the crimes of rape, sexual assault, solicitation, military crimes, and other criminal charges, resulting in 4 full acquittals, 1 partial acquittal, 1 conviction, and 1 conviction overturned on appeal
- Successfully litigated 1 criminal appeal resulting in the criminal conviction being overturned with prejudice
- Conducted negotiations with Government counsel resulting in numerous Pre-Trial Agreements with sentence limitations and reduced criminal liability
- Researched, drafted, and argued over 40 pre-trial motions

- Conducted thorough criminal investigations and pre-trial interviews to gather evidence and witnesses used at trial
- Analyzed case evidence and counseled clients on case strategies and probable outcomes at trial
- Represented Marines facing adverse administrative employment actions at separation hearings and provided advice and guidance on administrative regulations and processes

Education

Juris doctor

Liberty University School of Law
2007 to 2010

Bachelor of Science in Pre-Med Biology

Bob Jones University
2004 to 2007

Skills

CUSTOMER SERVICE, PROCESS IMPROVEMENT, EXCEL, MICROSOFT EXCEL, MICROSOFT POWERPOINT

Certifications/Licenses

Tennessee Law License

Additional Information

Key Skills:

- Microsoft Word • Microsoft Powerpoint • Microsoft Excel
- Office Management • Customer Service • Process Improvement
- Negotiation • Self-starter • Leadership
- Team Player • Contract Negotiation