

# ROBERT SMITH

## Senior Corporate Paralegal

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### SUMMARY

Organized and experienced Senior Corporate Paralegal with a well-rounded background in human resources, legal, accounting and administration within multifaceted business environments and employee relations. Completed payroll for corporate staff of 120 direct reports. Adept at learning new tasks as well as incorporating relevant best practices into new planning and coordination.

### SKILLS

Microsoft Office, Legal Research, Legal Terminology

### WORK EXPERIENCE

#### Senior Corporate Paralegal

ABC Corporation - February 2004 – March 2008

- Drafted transactional documents for large funding projects.
- Formed LLCs and Corporations for daily business transactions; drafted corporate minutes for yearly LLC and corporation renewals.
- Sat, served and voted on several boards as President and Secretary, including Rhodes Ranch Homeowners Association.
- Assisted the HR Manager with any legal problems/matters.
- Coordinated the renewal/registration/insuring of a corporate fleet of vehicles, corporate entities and bonding procedures for employees.
- Supervise other clerical staff and provide training and orientation to new staff.
- Supported approximately 30 attorneys in corporate litigation, patent infringement, and intellectual property matters.

#### Corporate Paralegal

ABC Corporation - 2000 – 2004

- Provided litigation support in a variety of cases including product liability, labor and employment, and commercial litigation.
- Drafted legal documents including correspondence, pleadings, interrogatories, subpoenas, and affidavits.
- Scheduled depositions, hearings, and independent medical examinations.
- Researched legal issues; cite-checked and sherardize legal documents.
- Served as a liaison between corporate executives, outside counsel, third -party administrators and all levels of corporate personnel.
- Drafted resolutions, contracts, memoranda of law and other legal documents
- This is Dummy Description data, Replace with job description relevant to your current role.

## SCHOLASTICS

- Associates of Arts in Paralegal Studies - 1999 (Salt City Business College - Hutchinson, KS)