

# Robert Smith

## Legal Specialist

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## SUMMARY

Dedicated individual, taking pride in accomplishments. Started out handling small accounts, moving onto major accounts and becoming a Team Leader. Learn and always up to a challenge.

## SKILLS

Microsoft Office, Westlaw.

## WORK EXPERIENCE

### Legal Specialist

ABC Corporation - August 1997 – June 2000

- Enforced laws with the goal of promoting safety Responding to civil disorders, preventing disturbances and riots, relaying evidence to detectives and preparing testimony for court appearances.
- Documented evidence, conduct interviews, and take appropriate photographs of crime scenes for ongoing criminal investigations.
- Issued traffic citations and tickets, and used judgment when issuing an alcohol sobriety field test and making arrest for DWI/DUI.
- Provided legal and administrative support in such diverse areas as international law, contract law, defense legal services, and judicial legal services.
- Researched court decisions and Army regulations, process legal claims and appeals, and prepare records of hearings, investigations, court-martials and courts of inquiry.
- Developed and executed the quality assurance process for the global document specialist team.
- Operated various light or heavy engineer wheeled vehicles.

### Legal Specialist

Delta Corporation - 1992 – 1997

- Maintained attorney database Prepared files for attorney to review Negotiated settlements and attorney rates Contacted customers on accounts for .
- Utilize document management systems, industry standard software applications, industry standard programs, various company databases Familiar with SEC .
- For new funds or mergers, prepare documents for closing binder, electronically and hard copy Maintains the list of all US-registered funds including .
- Maintains the Powers of Attorney for SEC filings current for each trusts trustees and principal offers Coordinates with Funds secretarys groups .
- Performed multi-functional role managing resolution/dispute department, drafting legal documentation and in-depth legal research.
- Enhanced company competence by supporting client relations and monitoring quality control.
- Researched and gathered information and evidence necessary for the prosecution of felony cases, prepared indictments and other legal documents and .

## EDUCATION

Master of Science in General Administration - (Central Michigan University - Mount Pleasant, MI)