

ROBERT SMITH

Assistant Attorney At Law

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Attorney to join the Legal Department's Contracts Section. Contracts Section handles a wide variety of legal issues such as drafting and negotiating public contracts, advising on procurements and drafting and interpreting local ordinances.

NOVEMBER 2006 - JUNE 2015

ASSISTANT ATTORNEY AT LAW - ABC CORPORATION

- Interviewed and counseled clients. Negotiated out of court settlements.
- Prepared and filed legal documents in courts and administrative agencies.
- Prepared interrogatories. Represented and litigated the clients rights.
- Informed clients about the status of their cases through letters and phone calls.
- Studied law and the Supreme Courts decisions.
- Respected by clients, lawyers, and judges as an honest, hard-working professional.
- Working with litigation teams on disputes involving transactions relating to the City.

2001 - 2006

ATTORNEY AT LAW - DELTA CORPORATION

- Non-Equity Partner in civil litigation firm responsible for all aspects of commercial litigation from initiation through settlement/trial.
- Criminal Attorney, Run and own my own law practice Accomplishments AV rated Criminal Attorney, Tried high profile media cases, Rated top 30 criminal .
- Contract management and drafting for clients offering services in domestic and international markets.
- Provided regulatory services on FDA, and trade customs compliance matters to domestic and international clients.
- Regulatory interpretation of Healthcare, Medical Devices, Biologics and Pharmaceuticals within the USA, and EU.
- Private litigation practice of personal injury cases.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctor in Laboral and Administrative Law - 1974(University of Puerto Rico - Rio Piedras, PR)

SKILLS

Budgeting, Communication skills, MS Word, MS Office.