

ROBERT SMITH

Attorney/Legal Assistant

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Attorney/Legal Assistant with an extensive legal background, with over eleven years of administrative /clerical experience. Detail oriented, with the ability to manage general office duties, maintain files and correspondence. Pleasant personality, familiar with clients, attorneys, court officers, law enforcement community, and witnesses. Exceptional problem-solving and communication skills.

EXPERIENCE

Attorney/Legal Assistant

ABC Corporation - 2011 - 2013

- Conducted legal discovery, witness preparation, deposition, mediation, pretrial, and trial strategy.
- Successfully mediated employment lawsuits, saving the company hundreds of thousands in court costs.
- Prepared required corporate filings to state and federal regulatory bodies (EEOC, DOL, ICE, etc.) instructed training classes on contract law, intellectual property, employment law, and the foreign corrupt practices act.
- Implemented a web-based electronic records management system for federal i9 immigration forms.
- Prepared, negotiated, and administered commercial technology agreements related to the provision of software, hardware, and services, including licensing and maintenance agreements.
- Prepared and managed vendor contracts, material purchase contracts, and confidentiality agreements.
- Created solicitations for work, analyzed and estimated costs, negotiated specifications and/or statements of work, pricing, the period of performance and contractual deliverables and provisions.

Attorney/Legal Assistant

ABC Corporation - 2003 - 2011

- Researched statutes, legislative history, public policy implications, precedent cases, applicable regulations and procedures to develop background information and points of law.
- Assisted in drafting interrogatories/decisions.
- Reviewed assigned cases to identify the legal and factual issues of each case.
- Identified and documented legal issues and pertinent facts which are significant for sufficiency of hearing decisions on cases assigned.
- Provided legal services to all divisions with the department.
- Drafted administrative rules and assisting with the promulgation process.
- Provided legal advice to the Secretary, Deputy Secretary, and Division

Directors of the department.

EDUCATION

- Juris Doctor - 2002 (Birmingham School Of Law - Birmingham, AL)MBA - (University Of Alabama - Birmingham, AL)BS in Computer Science & industrial Management - (University Of Alabama - Tuscaloosa, AL)

SKILLS

litigation, preparing pleadings, motions, affidavits, letters, Probate Court documents, Exhibits preparation and real estate documents.