

ROBERT SMITH

Lead Corporate Paralegal

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Lead Corporate Paralegal with substantial experience in paralegal, human resources, sales, and diverse management systems. Proven ability to provide the highest level of corporate and customer service relations with exceptional organizational and multi-tasking skills. Excellent communication skills, high level of competency in required job skills and knowledge.

EXPERIENCE

Lead Corporate Paralegal

ABC Corporation - FEBRUARY 2002 - SEPTEMBER 2006

- Prepare affidavits, legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare legal documents, including deeds and real estate closing statements.
- Meet with clients and other professionals to discuss details of the case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Extreme detail to work and proficient execution of all work produced.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Direct and coordinate law office activity, including the delivery of subpoenas.

Corporate Paralegal

ABC Corporation - 1997 - 2002

- Draft and review of Teaming, Agent, License, Lease and Consultant Agreements.
- Review and approval of all Confidential Disclosure Agreements.
- Review of Government Contract Terms & Conditions.
- Review and prepare responses for EEOC claims of discrimination.
- Prepare trademark filings and maintain a database of company patents.
- Export control document preparation Patent Research & Visa Applications.
- Copyright/Trademark research Perform legal research.

EDUCATION

- Certificate in Pre-law - 1996 (MacCormac College - Elmhurst, IL)

SKILLS

Microsoft Office, Communication, Legal, Customer Service