ROBERT SMITH
Legal Administrative Specialist III

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Contracts analyst, administrator, negotiator, writer for the telecommunications industry, negotiating wholesale and retail contracts for diverse client groups within the telecom industry. Legal/contracts experience.

EXPERIENCE

Legal Administrative Specialist III
ABC Corporation - NOVEMBER 1984 – OCTOBER 1997

- Managed the workload for attorneys, consultants, and law clerks in the litigation group.
- Prepared draft motions, discovery documents, jury instructions.
- Interviewed clients in asbestos lawsuit.
- Conferred with outside counsel, investigators, and opposing counsel on cases.
- Set court dates with court clerks.
- Performed legal research; wrote legal memoranda.
- Responsible for docketing control database.

Legal Administrative Specialist
Delta Corporation - 1981 – 1984

- Monitor and maintain docket, prepare client communication; correspond with clients Draft and revise pleadings, letters, agreements and other .
- Assisted veterans and their families filing compensation and pension claims and provided status updates for claims and appeals using CRM Took reports.
- Educated and counseled Veterans on VA benefits via multiple technology methods Researched and reviewed contracts to with regional office jurisdiction .
- Helped veterans with their claims for benefits -Answered questions about their claims -Determined what the veterans needed to do and sent out proper .
- Trained in the calculation of rates, benefits, and claims of Social Security beneficiaries.
- Completed duties in both the Felony Records Division and the District Court Unit Responded to discovery requests Monitored and organized the District .
- Counseled veterans, their dependents, and their beneficiaries via telephone regarding the full array of benefits available through the Department of .

EDUCATION

- Certificate in Program - (Arapahoe Community College - Littleton, CO)

SKILLS

Microsoft Office; DocuSign; SalesForce; Access.