

ROBERT SMITH

Asst. Legal Counsel

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Having had experience drafting complex commercial and technology agreements and handling corporate and compliance related projects.

CORE COMPETENCIES

Supervisory Skills, Great Customer Service.

PROFESSIONAL EXPERIENCE

Asst. Legal Counsel

ABC Corporation - June 1979 – January 1981

Key Deliverables:

- Contacted parents regarding the child's attendance and probation appointments.
- Attended monthly meetings at schools pertaining to truancy and attendance.
- Operated typewriter, PC, Copier machines, Telex machine.
- Prepared timecards biweekly; handle payroll checks for division; ensure that all hours accounted for.
- Escorted Senators and other high officials to the different schools when requested, coordinate with the school officials of the visit and program set up.
- Coordinated, planned, and evaluated all administrative functions of the Department, to include personnel matters, funds, contracts.
- Participated in the development of the annual department operating budget based on estimated cost of needed supplies, manpower.

Legal Counsel

ABC Corporation - 1977 – 1979

Key Deliverables:

- February 1999 - May 2002 At Wickliff and Hall, responsible for the representation of governmental, individual and corporate clients in matters involving labor and employment, administrative, education, contracts and contracting, municipal and public law matters and handled administrative and litigation matters in unlawful termination claims and discrimination complaints.
- Conducted investigations of claims of unlawful conduct for corporate and governmental clients.
- Served as legal counsel to governmental entities, corporations and quasi-governmental entities in matters involving labor and employment, open meetings, public information, procurement, construction, contract, and related legal issues.
- Handled litigation in state and federal court and developed reports for consideration by clients in legal matters.
- In particular, served as general counsel for the Alamo Community College District and other agencies, managing outside counsel in some instances.

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- Reviewed legislation and developed contract language and provisions, policies, procedures and legal opinions consistent with statutory authority.
- Served as corporate counsel and served as underwriting and trustee counsel in financing transactions..

EDUCATION

Personnel Mgmt - December 1993(Hawaii Pacific University - Honolulu, HI)

