

# Litigation Specialist

# ROBERT SMITH

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## Objective

Results oriented individual with an extensive background in Worker's Compensation litigation, and who is persistent in following up on every detail of a case seeking out a position with a well-established company where skills can be utilized to beneficially mitigate and litigate on behalf of the clients.

## Skills

Crisis Intervention, Case management, Child advocacy, Mentoring, Family advocacy.

## Work Experience

### Litigation Specialist

**ABC Corporation** - 2009 - 2009

- Monitored defense counsels activity and ensured proper legal strategies were being exercised.
- Monitored defense counsels legal fees to ensure there were in line.
- Prepared necessary reports to management such as file reviews, authority requests, coverage question reports, litigation plans, reports for denials, etc.
- Ensured all bills associated with files were paid in a timely manner and billed for reasonable and necessary charges.
- Kept management abreast of any significant concerns associated with the handling of files.
- Implemented a file calendaring system so that every file was thoroughly reviewed and worked approximately every 30 days.
- Targeted problem files first, which were worked exclusively until they could be brought up to date and any hot issues resolved.

### Litigation Specialist

**ABC Corporation** - 2005 - 2009

- Determined the merit of bankruptcy and foreclosure adversary cases referred to the Litigation Management Group.
- Assessed the validity of borrower and third party accusations in court-filed answers and complaints.
- Attended mediations, pretrial conferences, and hearings/trials as a representative of Bank of America and its investors.
- One of only 2 Litigation Specialist in the Mortgage Bank to be trusted with this responsibility.
- Analyzed settlement offers with an eye for the best interests of the Bank of America and its investors.
- Wrote ad-hoc SQL queries for upper management to facilitate their reporting needs.
- Worked on project team to build an attorney information application to store information on approved law firms..

## Education

Bachelor of Arts in English - (Kalamazoo College - Kalamazoo, MI)