

Robert Smith

Jr. Legal Counsel

PERSONAL STATEMENT

Experienced legal and business professional able to solve problems, negotiate effectively and communicate efficiently.

WORK EXPERIENCE

Jr. Legal Counsel

ABC Corporation - July 1995 - August 1996

Responsibilities:

- Appealed unfavorable hearing results to two levels of administrative review at Air Force headquarters.
- Developed and implemented procedures for conducting formal hearing via teleconference, saving the government the expenses of bringing clients.
- Developed training binder containing all relevant regulations, scripts, and handouts for clients to be used by successor FPEB Counsel.
- Briefed Medical/Legal professionals on the Air Force and VA physical disability programs.
- Researched a number of medical issues via internet and CD ROM resources, as well as medical textbooks.
- Presided over criminal pretrial investigation hearing on a sexual abuse case and presided over one summary court-martial trial.
- Performed company secretarial functions such as filing of company returns.

Legal Counsel

ABC Corporation - 1992 - 1995

Responsibilities:

- Professional area Manage lawsuits, draft, analyze, suggest modifications and reviewing clauses/ articles (especially concerning new products, contracts and taxes) due diligence for M&A operations.
- Expertise in corporate law corporate types, working knowledge in real and personal guarantees.
- Discuss defense strategies and interact with hired law firms.
- Negotiated with opposing counsel to reach contract agreements.
- Assisted structuring in-company litigation area.
- Corporate documentation analyst deliberative minutes, statutes, articles of association, power of attorney, limitations and assumptions of liabilities of domestic and foreign companies.
- Legal Revision of all companys policies due to regulation change..

Education

Juris Doctor - (University of Texas School of Law - Austin, TX)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Relativity, Critical
Thinking.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)