

ROBERT SMITH

Lead Managing Attorney

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Detail-oriented Managing Attorney admitted to state bar and licensed broker. A good team player with the ability to work independently. Extensive experience in corporate compliance and immigration law. Solid knowledge and interest in regulatory compliance, real estate, contract review, banking, and intellectual property law.

JANUARY 2012 - NOVEMBER 2013

LEAD MANAGING ATTORNEY - ABC CORPORATION

- Served as bank attorney for purchases and mortgage refinances, ensuring compliance with federal and state laws, including RESPA, TILA, HOEPA, the UCC, and NYS Tax Law.
- Represented purchasers and sellers throughout the purchase or sale of real property and cooperatives.
- Oversaw firm accounts, including approving all checks and wire transfers dispersed on behalf of the firm.
- Managed the day-to-day operation by reviewing file progress checklists, organizing workflow meetings, and assigning tasks to staff members.
- Assure all transactions were handled in a professional and timely manner.
- Handled all gift and estate probate matters, reviewed and requested relevant documents, and prepared the petition to file with the Surrogates Court.
- Conducted legal research and draft memoranda on the applicable estate and tax laws.

2007 - 2012

MANAGING ATTORNEY - MUSTAFA LAW FIRM, P.A (OF COUNSEL MACKINNON LAW GROUP)

- Founder and manager of statewide law practice.
- Focused on developing and implementing strategies designed to generate the most valuable and efficient outcome for clients.
- Experience with business and client development.
- Effective multitasking skills.
- Flexibility working as individual or team member.
- Areas of practice include, but are not limited to, civil litigation, asset protection, estate planning, elder law, bankruptcy, foreclosure defense, debt settlement, business formation, commercial landlord-tenant and criminal defense.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctor in Law - (ST. John's University - Queens, NY)

SKILLS

Microsoft Office, Bilingual-Russian & Spanish.