

Robert Smith

Associate Counsel/Executive

PERSONAL STATEMENT

Career were spent litigating civil matters, primarily defending medical malpractice and personal injury actions. The last five or so years of practice were concentrated more on transactional matters, advice and counsel.

WORK EXPERIENCE

Associate Counsel/Executive

ABC Corporation - 1994 - 1997

Responsibilities:

- Provided primary legal services to the Upstate Medical University & the College of Environmental Science and Forestry.
- Addressed all aspects of health and hospital law and higher education law.
- Managed care contracts; patient care policies and matters; liability and risk management assessment; labor and employment issues including disciplinary matters.
- Provided in-service training on a variety of legal subjects.
- Administered regional office with supervisory responsibility for support staff.
- Appointed by President of the Health Science Center as a College of Medicine Lecturer in the Medical Humanities Program.
- Worked with medical students in mandatory ethics courses to provide legal background for units of study and to facilitate discussion of medical ethical issues.

Associate Counsel

JPMorgan Chase Bank, N.A. - 1992 - 1994

Responsibilities:

- Serve as in-house legal counsel for large, multi-national banking and financial services firm.
- Manage quality control and compliance for the firms pending consumer banking litigation, in order to minimize legal exposure and regulatory risk.
- Design and implement quality control (QC) policies and procedures governing the execution of sworn documents.
- Review discovery and other sworn documents to ensure compliance with all department and firm-wide directives.
- Make recommendations to case managers and outside legal counsel on discovery response and case strategy.
- Track and provide case reporting information to legal management.
- Guide Discovery Response Team in consistently exceeding QC reporting benchmarks..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Communication Skills,
Hard Working.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

J.D. - (Hofstra University School of Law - Hempstead, NY)