

ROBERT SMITH

Document Review Attorney/Representative

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

SUMMARY

Collaborates well with diverse clients of varying socio-economic and cultural backgrounds. Lawyer who brings a positive attitude and sense of humor to the office.

CORE COMPETENCIES

Legal Research, Planning Skills.

PROFESSIONAL EXPERIENCE

Document Review Attorney/Representative

Tower Legal Solutions - November 2012 – 2020

Key Deliverables:

- Performed quality control to ensure complete accuracy escalating all findings of deviations of internal policies, laws, and regulations.
- Laundered activities by bank employees manipulating foreign exchange markets, drafting the report of findings in response to SEC investigation.
- Performed reviews of bank hiring practices and customer verifications to comply with anti-bribery and corruption laws and KYC.
- Assisted residential mortgage company preparation and response to CFBP investigations for RESPA violations.
- Analyzed documents in regards to Dodd-Frank consumer fraud complaints including consumer credit card chargebacks.
- Identified compliance conflicts in VA loan files by examining numerous documents such as customer correspondence letters.
- Ensured it complies with FDA subpoenas.

DOCUMENT REVIEW ATTORNEY

ABC Corporation - 2010 – 2012

Key Deliverables:

- Contract Deliver high quality and error-free document review services to clients coming in before deadline and under budget.
- Author documents for pending litigation and discovery.
- Ensure work quality of other attorneys prior to delivery to the client.
- Perform quality assessment of work completed by other reviewers.
- Review through documents of all sorts, such as memoranda, email, and other work related documents to identify relevancy of the document to the case.
- Make preparations for pending litigation; render efficient support in compiling and identifying vital documents for attorney-client privilege.
- Apply litigation protocols to successfully create and refine appropriate legal strategy for discovery, investigation, and handling trial and hearing of cases or matters..

ROBERT SMITH

Document Review Attorney/Representative

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

EDUCATION

- Juris Doctor - (Charlotte School of Law - Charlotte, NC)