

# Robert Smith

## *Assistant Corporate Paralegal*

### PERSONAL STATEMENT

An extraordinary creative, goal-oriented Assistant Corporate Paralegal. Highly organized with the ability to manage multiple projects and meet deadlines. Strong work ethics, handle duties efficiently and strive to go the extra mile. Served as liaison to internal and external counsel for a multitude of special projects.

### WORK EXPERIENCE

#### ***Assistant Corporate Paralegal***

**ABC Corporation - September 2004 - October 2006**

##### *Responsibilities:*

- Investigate and resolve allegations of employment and wage and hour violations and provide responses to government agencies.
- Prepare case materials for depositions, fact-finding hearings, mediations, motion hearings, and trial.
- Resolve claims of wage and labor laws with employees and government officials.
- Coordinate timely payout of final wages and severance benefits.
- Gather information to respond to discovery requests.
- Monitor work of outside counsel assigned to defend general liability and employment lawsuits.
- Summarize and prepare confidential and privileged written reports to the corporate executive committee on case status including, findings of facts, potential exposure, litigation efforts and strategies, costs and settlements.

#### ***Corporate Paralegal***

**SUNEDISON, INC - 2000 - 2004**

##### *Responsibilities:*

- Review power purchase agreements, interconnection agreements, and site access agreements for issues and cliff dates in preparation for lender diligence review.
- Prepare documents in preparation of construction milestone draws including, entity resolutions, secretaries certificates, installation agreements, invoices, lien waivers, security agreements, pledge agreements, mortgages, deeds of trust, insurance letters
- Obtain good standing certificates, lien search results, and performance surety bonds.
- Manage, organize and upload documents to data rooms for lender collaboration.
- Form and organize and special purpose entities (limited liability companies).
- This is Dummy Description data, Replace with job description relevant to your current role.
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### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

LexisNexis, Westlaw,  
Concordance, CaseMap,  
Recommind, Serengeti,  
EnCase, EthicsPoint

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Bachelor of Arts in Cross-Disciplinary Studies - 1999 (Ohio Dominican University - Columbus, OH)