

## Managing Attorney

ROBERT SMITH

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### Objective

Determined leader of character who places a premium on innovation, collaboration, and team cohesion. Demonstrated ability to tackle complex subject matter and problems. Dedicated to the creation of a professional environment where the rights, differences, and dignity of team members are respected so that each can reach his or her potential.

### Skills

Professional Mediator, Team Building, Leadership Skills.

### Work Experience

#### Managing Attorney

**Hampton & Milligan** - July 2008 - May 2019

- Charged with the development and implementation of quality control measures to reduce client costs.
- Produce accurate and consistent legal opinions for complex real property and mineral interest issues.
- Provided legal analysis and advice to the clients title staff regarding questions of law, title issues, ethical issues, and the management of risk.
- Developed a virtual firm library of title reference materials including legal research memoranda, legislative updates, and other resources.
- Maintained constant and effective communication with the client to assess its ever-changing needs and to deliver work products in a timely and accurate manner.
- Managed six attorneys and eight legal assistants at a high volume bankruptcy law firm.
- Responsible for recruiting, hiring, managing and terminating employees and overall operation of all five of the firms offices.

#### Managing Attorney

**ABC Corporation** - 2006 - 2008

- Built a sizeable book of business by focusing heavily on marketing and business development.
- Cultivate personal relationships through strategic networking, hosted events, and social media to develop clients and assist them in increasing their own client bases and revenue streams.
- Conduct purchase, refinance, REO, cash, an equity line of credit, and second mortgage closings for all firm clients including those with exclusive, semi-exclusive or Marketing Service Agreements such as Suntrust Bank, Fidelity Bank, Caliber Home Loans, and Keller Williams Realty, Intown.
- Manage the staff and operations of the firms Buckhead closing office.
- Monitor client files through the pre-closing process and assists as needed.
- Review title work, title commitment, lender documents, and firm prepared documents to ensure accuracy and efficiency during the actual closing.
- Perform closings with extensive knowledge of the lender and other legal documents with a sense of humor and approachability that sets most buyers and or borrowers at ease.

## Education

Diploma - (University of North Dakota School of Law - Grand Forks, ND)