

Robert Smith

Jr. Special Counsel

PERSONAL STATEMENT

Legal Assistant/Paralegal who has the formal qualifications and experience required to coordinate the activities of a busy office. Has a positive attitude and an active interest in all areas of law and is able to handle large amounts of important documents including contract management. Detail oriented, known for paying attention to little details often missed, and committed to looking after the client's interests at all time.

WORK EXPERIENCE

Jr. Special Counsel

ABC Corporation - 2012 - 2012

Responsibilities:

- Directed all administrative and project support efforts.
- Conducted in-depth business-development research and compiled results for review by proposal team.
- Developed presentations and scheduled all executive-level meetings and travel.
- Prepared bi-weekly time, expense, and travel reports.
- Managed invoicing and billing processes.
- Designed, coordinated, and maintained vital competitive analysis process to facilitate implementation of aggressive company marketing strategy.
- Improved operations by reviewing consumer loans, reducing errors in loans more than 50%.

Special Counsel

Delta Corporation - 2007 - 2012

Responsibilities:

- TX IP Paralegal - Rosenthal Pauerstein Sandoloski Agather LLP (Temporary Position) Worked for partner drafting New Trademark applications; prepared .
- Patent and Trademark Office; and assisted with various other duties as assigned.
- Paralegal - Foreclosure auditing, compliance, and legal research.
- Corporate patent, Government, Medical device, Banking; factual, responsive, and privilege.
- Assisted in discovery for an international communications powerhouse in connection with employment law regulations and employee fraud involving the .
- Law Enforcement Resource Team Assist two Supervisors and 25 Coordinators by processing electronic requests for business and customer telephone and IP .
- Civil, Court Order and Criminal.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Litigation, Electronic
Discovery, Internal
Investigations.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

certificate in Paralegal Studies, A.B.A - 1996(Ehove Career Center
Milan - Milan, OH)