

ROBERT SMITH

Jr. Litigation Support Specialist

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SUMMARY

Working as Litigation Support Specialist with 3.4 years of experience in the E-Discovery Services domain. Seeking a position where extensive experience will be further developed and utilized.

SKILLS

Summation, Recommind, Document Management, Legal Research, Project Management, Document Production.

WORK EXPERIENCE

Jr. Litigation Support Specialist

ABC Corporation - 2010 – 2015

- Managed legal hold and discovery process through facilitating departments procedures, collecting confidential and privileged data and collaborating with legal teams and technical forensic teams to respond to discovery responses.
- Ensured internal clients and legal departments complied with the companys EDRM policy on discoverable data for- litigation and litigation matters.
- Managed caseload and job duties by specializing in effective communication, research, and interpersonal skills to provide team leadership on behalf of the Litigation Support department to employees and hired vendors throughout the company.
- Provided internal legal staff and hired vendors with administrative support and customer service throughout projects.
- Provided professionalism and full discretion while upholding Companys compliance and ERDM collection policies.
- Managed the organization of document collections and all document productions.
- Collected and controlled electronic evidence and documentation in the SharePoint site, including chains of custody, data transfers, document review stages, and production history.

Litigation Support Specialist

Delta Corporation - 2004 – 2008

- Managed numerous electronic data processing projects from initiation through delivery Consulted the end client on designing project workflows.
- copy, and image documents for Lead Poisoning cases - Identify, review, image, and enter all documents into the objective coding portion of the .
- Order, review, and enter pertinent information into database all documents of prospective clients to prepare North Carolina and South Carolina lead.
- job position held from December 1999 - April 2000) due to company restructuring.
- Oversee the processing of legal documents Computer Consultant, Freelance, Vidalia, LA, Ferriday, LA and Natchez, MS part-time since August 1998.

- Installing Software such as Quicken, MS Office, and Operating Systems Installing Hardware such as Hard drives, CDRW drives, RAM, and Network.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelors of Arts in History - (University of Central Oklahoma - Edmond, OK)