

# ROBERT SMITH

## Managing Attorney I

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

### SUMMARY

An accomplished legal professional with experience as a Managing Attorney leading all facets of business operations, including sales, marketing, and client services. In addition, experience managing HR and IT. A results-oriented, decisive leader with an aptitude for crafting strategic plans, guiding teams, and streamlining business processes.

### CORE COMPETENCIES

Microsoft Office, Case Management, Team Player.

### PROFESSIONAL EXPERIENCE

#### Managing Attorney I

**SONGUR & ASSOCIATES, P.A - January 2006 – March 2019**

##### Key Deliverables:

- Represent clients and corporations in several litigation matters from the opening of a case through settlement or trial and appeals.
- Prepared for and lead over 20 trials, both jury, and bench trials, also develop a defense that leads to settlement or mitigation of losses.
- Draft briefs, complaints, pretrial motions, memoranda and discovery requests and responses.
- Establish corporations and entities as well as draft corporation by-laws, operating agreements, corporate resolutions, residential and commercial agreements.
- Attended and successfully argued all types of motions at court hearings.
- Negotiated an early termination of franchise agreements including the waiver of non-compete clause and waiver of penalty fees.
- Represent property managers and provide bookkeeping training sessions for each property and escrow accounts; manage and resolve all tenant issues.

#### Managing Attorney

**Law Office Of Valentina Matiji - 2004 – 2006**

##### Key Deliverables:

- Managing the Law Office Providing legal services and representing clients.
- Accomplishment Obtained favorable results (green cards) for clients with family petitions, including when Petitioner has died while the petition was still pending..
- Drafted and completed estate planning with living trust, pour-over will, Powers of attorney, etc.
- Provided numerous consultations and services to the potential clients, including asylum cases.
- Represented clients in pre-nuptial agreements and obtained the best results possible for them.

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- Experience in Russia, Volgograd In-house Counsel for MegaFon, a wireless services company, Head of legal department in Governmental Enterprize Volgarechsvyaz Vice Editor in Legal Newspaper YURINFO, founded by Department of Justice, Notarial Chamber, Regional Court, etc.
- Graduated from Volgograd Academy of State Service (Russia), specializing in Civil Law, with Honor Graduate Diploma.

### EDUCATION

- J.D. - (The Inter-American University of PR, School of Law)