

# Robert Smith

## Associate Document Review Attorney

### PERSONAL STATEMENT

Experienced professional and licensed attorney with document review experience using Relativity. Provide quality and efficient document review services.

### WORK EXPERIENCE

#### **Associate Document Review Attorney**

**ABC Corporation - May 2014 - March 2015**

##### *Responsibilities:*

- Reconciled tagging via thread and family levels.
- Communicated with vendors regarding production specifications and delivery.
- Performed Level Privilege and Responsiveness Review in an Antitrust Case.
- Performed Level Redaction and Production Review in a case regarding Mortgage Lending Practices.
- Performed QC and Level Redaction and Production.
- Reviewed in an Internal Investigation regarding Mortgage Lending Practices.
- Assisted with daily review QC/metrics reporting.

#### **Document Review Attorney**

**ABC Corporation - 2010 - 2014**

##### *Responsibilities:*

- Temporary, long-term, remote eDiscovery review of documents for a Public Records Request.
- Identify and redact Family Educational Rights and Privacy Act (FERPA) material, Personnel, Personal, Privileged and HIPPA information.
- Provide concise analysis and elevate documents containing significant issues.
- Perform quality assurance of first line review work.
- Work independently from home and collaborate with review team via periodic teleconferences..
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### Education

J.D. - (New York Law School)

### **CONTACT DETAILS**

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

### **SKILLS**

Legal Analysis, Legal Writing, Legal Research, Investigation.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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