

# ROBERT SMITH

## Senior Legal Assistant I

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Legal Assistant-Paralegal experience in Corporate Law Practice, Family Law-Domestic Relations, Litigation with a strong concentration in Discovery; Extensive paralegal experience in Leases, Contracts and Trademark Practice; Real Estate and Property Experience; Human Resources: Search Committees, Presentation Assistance, Involvement in Grievance Procedures, Hiring and Training Federal Work Study Students.

## EXPERIENCE

### Senior Legal Assistant I

#### ABC Corporation - JANUARY 2010 - JULY 2012

- Monitored application process to registration, prepare responses to any office actions; obtain trademark specimens for registered trademarks.
- Maintained and renewed all University trademarks by filing renewal affidavits and declarations with specimens; maintain trademark chart for currency and status of trademarks and trademarks to lapse.
- Reviewed weekly publication, The Official Gazette, for trademark infringements.
- Reviewed specimens for brand building and report ideas/suggestions to senior administration in marketing/creative services.
- Membered of Licensing Advisory Committee.
- Requested all applicable records from appropriate University departments; review, redact and produce records as subpoenaed; prepare correspondence; review Motions to Quash.
- Responded to all records requests and subpoenas for employee and student records.

### Senior Legal Assistant

#### Delta Corporation - 2007 - 2010

- Provided legal administrative support to multiple attorneys Drafted and assembled legal documents, including criminal complaints and pleadings .
- Continuous contact with various Police Departments, the Court Clerks office and Defense Attorneys Processed the incoming Truancy Referrals from the .
- Supervisory & Management Experience Responsible for employee relations, office and facilities management for Public Policy, Law & Security offices in .
- Information Technology & Desktop Support Promoted teamwork and exceptional customer service; Partnered with key stakeholders throughout department to .
- Community Service Experience Assist with projects and community-

wide events for Womens Association of Verizon Employees (WAVE) and Verizons .

- Provided administrative legal support to primary attorney practicing corporate/business law, maintained corporate minute books, updated corporate .
- Composes legal correspondence and documents such as Complaints, Subpoenas, Findings of Fact, Conclusions of Law, Orders, Motions and all discovery .

## EDUCATION

- Associates - (Trident Technical College - Charleston, SC)

## SKILLS

Legal Assistant, Administrative, Paralegal, Adobe Acrobat Professional, Microsoft Office, Filesite, Sharepoint, Aderant, Legal Research.