

# Robert Smith

## Associate General Counsel/Corporate Attorney

### **CONTACT DETAILS**

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

### **PERSONAL STATEMENT**

Accomplished Associate General Counsel/Corporate Attorney with 4 years of broad-based experience and expertise, including more than 4 years in the communications industry with direct responsibility for a diverse set of regulatory and administrative law, compliance, contract and policy issues with competitive local and interexchange carriers.

### **WORK EXPERIENCE**

#### **Associate General Counsel/Corporate Attorney**

**ABC Corporation - January 2008 - January 2009**

##### *Responsibilities:*

- Managed general corporate governance, including written consents, annual meetings, 10-K, 10-Q, and proxy statements, until consensual foreclosure in December 2008.
- Reviewed, negotiated and managed all contracts with the company between vendors, bankers, insurance companies and other entities.
- Managed litigation to a successful conclusion and/or mitigated risk of damage or loss.
- Advised and counseled members of the senior management team on matters associated with risk, compliance, and employment issues, including the drafting of FAS 146 for a 31% reduction in force.
- Administered employee stock and options benefit plan in compliance with SOX standards.
- Drafted and negotiated asset purchase agreements for the sale of the gas book.
- Managed the trademark portfolio and advised and reviewed all marketing collateral.

#### **Associate General Counsel**

**ABC Corporation - 2005 - 2008**

##### *Responsibilities:*

- Provided legal support to Business Teams, Manufacturing Plants, International and Domestic Sales, Purchasing, and the Environmental, Health and Safety Affairs Dept.
- including drafting and negotiating commercial agreements.
- Developed litigation strategy with outside counsel and managed cases involving products (including group defense strategies in multi-party toxic tort cases) and manufacturing plants.
- Initiated and managed an 18-month internal discovery project with contract attorneys in defense of toxic tort litigation cases.
- Developed and presented legal training courses. Led development of a computerized case management system.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### **SKILLS**

Microsoft Office,  
Compliance & Risk  
Analysis, Transactional  
Agreements.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Juris Doctor in Admitted California Bar - 2004 (Brigham Young University - Provo, UT)