

ROBERT SMITH

General Counsel I

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

SUMMARY

Practiced all manners of corporate law including negotiation of contracts (commercial, collectively bargained, and individual employment), intellectual property research and filings for re-branding, managed the legal communications and negotiations with the Government and managed all corporate litigation.

CORE COMPETENCIES

Grant Writing, Report Writing, Research, Training,.

PROFESSIONAL EXPERIENCE

General Counsel I

Clear Rate Communications - 2015 – 2019

Key Deliverables:

- Oversee, direct, and complete day-to-day legal affairs within all corporate departments.
- Responsible for legal and regulatory compliance with the Federal Communications Commission and state regulatory commissions.
- Negotiate, draft, and review all corporate contracts.
- Draft and maintain state and federal tariffs.
- Manage and direct complex corporate litigation.
- Advise Human Resources Manager with legal issues.
- Assisted with legal research in area of fixed fee and cost-plus contract issues.

General Counsel

ABC Corporation - 2013 – 2015

Key Deliverables:

- Served as sole counsel for collection agencies covering licensing, employment issues, and developing FDCPA guidelines.
- Selected cases to be sent out for suit.
- Established network of attorneys.
- Ensured compliance in education classes and collection practices.
- Drafted, reviewed and enforced client contracts and internal policy.
- Effectively defended FDCPA suits against third party debt recovery agencies.
- Licensed company and its branches with each regulatory agency in 26 “high risk” states.

EDUCATION

Juris Doctor - (University of Toledo)

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