

# Robert Smith

## Legal Specialist II

### **CONTACT DETAILS**

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

### **SKILLS**

Legal research and writing; drafting correspondence to customers, attorneys and regulators; responding to subpoenas; drafting pleadings.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Prepared legal Trademark and Copyright and Power of Attorney agreements. Provided contract development and deliver, and operational contractual support to the business. Contacting debtors, setting up payment plans to avoid further legal action. Worked closely with attorneys and completing necessary paperwork to file at the courthouse. Assisted with payroll preparation and entered data into cumulative payroll document.

## **WORK EXPERIENCE**

### **Legal Specialist II**

**Young Williams - July 2015 - 2020**

#### *Responsibilities:*

- Performed preparatory work for court hearings related to the establishment and/or modification of child support orders, ensures timely notice and adherence to legal requirements.
- Prepared Court calendar for child support matters.
- Drafted and prepares legal documents for service such as summons and petitions, orders to show cause, affidavits, subpoenas, motions, orders for appearance, bench warrants, commitment orders, and all related appearance process documents.
- Ensured that legal documents are reviewed and signed by appropriate official(s).
- Arranged for service of papers.
- Provided assistance and direction to Child Support Specialists regarding the correct legal procedures.
- Reviewed court files to glean relevant information regarding child support and/or maintenance orders to ensure or clarify continuity of order.

### **Legal Specialist**

**Delta Corporation - 2011 - 2015**

#### *Responsibilities:*

- temp position) - Handled all attorney requests for medical billing and records, mailed documents subpoenaed by the courts.
- All tasks were handled independently and in a timely manner.
- Managed auto, mortgage, and mobile home accounts in payment default from across the US.
- Carefully reviewed all files before filing a lawsuit; determined statute of limitations and if wage garnishment was possible; verified bankruptcy.
- Set up call sheets for the recovery collector to contact small balance accounts that would not be cost effective to pursue through the legal system.
- Prepared monthly collection report stating amount collected from each area (auto, mortgage, etc.), location, collection method, and total number of.
- Senior-level paralegal with expertise in health care and intellectual property matters. Provided on-going assistance in health care fraud and

abuse .

## Education

Bachelor Of Science In Business Administration - (University Of  
Phoenix - Southfield, MI)