

Robert Smith

Managing Attorney III

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SUMMARY

An experienced Managing Attorney, visionary leader, and change agent accomplished in restructuring organizations, commercial contracting strategies to reduce costs, improve performance, and increase profitability.

SKILLS

Office Management, MS Office Suite, Legal Research Management.

WORK EXPERIENCE

Managing Attorney III

ABC Corporation - January 2010 – March 2013

- Managed paralegals that reviewed due process complaints related to the Individuals with Disabilities Education Improvement Act for sufficiency.
- Answered due process complaints; screened cases; and referred cases for hearing or settlement.
- Identified, analyzed and advised the school districts on sophisticated legal problems.
- Reviewed answers to complaints about accuracy and to ensure all applicable legal defenses were listed.
- Analyzed all cases referred for settlement to determine if there was a legal basis to settle and approved those cases that warranted settlement.
- Ongoing training of field paralegals on various legal issues via monthly group and individual meetings, as well as the development of various protocols.
- Coordinate field paralegal processes to ensure productivity, with a particular focus on efficiency.

Managing Attorney

ABC Corporation - 2009 – 2010

- Conduct legal research, check legal sources and prepare cases for pending litigation.
- Ensure proper billing, client management, and make HIPAA recommendations.
- Evaluate and analyze contracts, case law, and applicable statutes (FDCPA, HIPAA, HITECH ACT, etc).
- Create policies and guidelines as appropriate.
- Manage and train support staff and new employees.
- Advise and represent clients primarily in consumer law and advocacy, contracts, and family law.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctor - (Albany Law School - Albany, NY)