

ROBERT SMITH

Sr. Assistant General Counsel

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

SUMMARY

High-level strategic thinker who serves as a business partner, contributor and motivator. Takes hands on approach. Thrives in a collaborative and well-directed environment.

CORE COMPETENCIES

Maryland Barred, Relativity, Westlaw Next, and Lexis Nexis.

PROFESSIONAL EXPERIENCE

Sr. Assistant General Counsel

ABC Corporation - December 1990 – July 2010

Key Deliverables:

- Served as legal expert on grants and contracts, legislative, international, environmental, research compliance, employment and labor, data policies and intellectual property rights matters.
- Defended Foundation in employment and environmental litigation in administrative and Federal courts.
- Delegate to international organizations, including the negotiator of Polar Code at IMO Committee meetings.
- Provided legal support for state and local government advocacy efforts.
- Provided legal support for corporate compliance issues, e.g., employment, tax, etc.
- Provided antitrust support for industry association committees.
- Prepared minutes for CLA Board of Director meetings.

Assistant General Counsel

Delta Corporation - 1985 – 1990

Key Deliverables:

- Transaction specialist taking leading role on M&A, Finance, SEC and NYSE functions.
- Completed numerous domestic and international acquisitions.
- Negotiated and closed a wide-variety of sophisticated financial transactions including multi-national credit facilities, synthetic leases, derivative .
- BOARD EXPERIENCE.
- Represented the City in every phase of administrative proceedings including arbitration, improper practice and injunctive relief petitions.
- Researched labor law issues; drafted briefs, memoranda, and correspondence; prepared witnesses; negotiated settlements and resolved labor disputes.
- Was assigned to labor relations matters involving the New York City Fire Department and other citywide issues.

EDUCATION

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- Law - 1991 (Wayne State University)