

ROBERT SMITH

Associate Counsel/Representative

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

SUMMARY

Legal Practitioner with experience in legal matters and excellent customer relation. Legal research Advocacy and writing Arbitration and dispute resolution Task performance oriented.

CORE COMPETENCIES

Legal research, Legal writing and editing.

PROFESSIONAL EXPERIENCE

Associate Counsel/Representative

ABC Corporation - August 2010 – August 2015

Key Deliverables:

- Commercial Served as primary internal counsel for NW Naturals procurement and IT departments, negotiating, drafting.
- Representative agreements include design-build engagements for components at the companys LNG and underground storage facilities.
- Negotiated remodel contract for Portland metropolitan service center and performed litigation risk analysis on ongoing engineering matters at that site.
- Negotiated drilling and pipeline contracts.
- Assessed information security and cybersecurity risks with respect to transferring sensitive information to third-party cloud providers.
- The lead attorney for privacy and confidentiality issues.
- Established compliance with state and federal consumer protection and privacy laws.

Associate Counsel

ABC Corporation - 2005 – 2010

Key Deliverables:

- Counseled claim analysts, supervising team leaders, and managers in all aspects of group life, disability, and dental claim adjudication, including training and claim process implementation to meet the requirements of ERISA and state law.
- Negotiating and drafting leases for sales offices, benefit centers, Third Party Administrator and building vendor contracts.
- Oversaw all trademark, patent, and copyright processes for Company as well as brand monitoring and protection.
- Privacy and fraud compliance.
- ERISA, COBRA support and training for claim and business areas.
- Real Estate/Commercial Leases - Drafted and negotiated with brokers and landlords commercial leasing agreements for sales offices and benefit centers across the country.
- Document Management/Records Retention - Responsible for implementing and overseeing Company records retention program in compliance with state and federal requirements, including Sarbanes-Oxley..

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EDUCATION

- J.D. in Environmental Law - (Lewis and Clark Law School)