

Robert Smith

Litigation Specialist II

PERSONAL STATEMENT

To obtain secure employment within your facility so can utilize skills that have accrued from experience and educational training. Communicate with attorneys and docketing team regarding proper filing procedures with courts and administrative agencies.

WORK EXPERIENCE

Litigation Specialist II

ABC Corporation - November 1996 - April 2002

Responsibilities:

- Federal, Common Pleas or UM/UIM Arbitration matters.
- Managing litigation budgets and coordinating strategy with defense counsel.
- Case Management Specialist Responsible for investigating, evaluating, negotiating and resolving bodily injury claims of a severe nature and/or complex coverage issues.
- Claims usually have an exposure of \$50,000 or greater.
- Responsible for managing litigation files.
- Handled agent support claims as a derivative responsibility of being a Case Management Specialist.
- Selected to participate in the Pennsylvania Leader Development Program for 2001.

Litigation Specialist

Rosenthal, Rosenthal, Rasco, Kaplan - 1991 - 1996

Responsibilities:

- Organizing and cataloging written and electronic documents for pending legal matters.
- Court assistance, trial preparation, case law research, excel spreadsheets, index files.
- Assist in gathering documents relevant to the case, exhibits et al.
- Create electronic discovery files accurately and organized.
- Retrieve records from court filing system as directed and label accordingly.
- Assist 4 attorneys on a daily basis.
- Assist administration as needed..

Education

Certificate in International Law - (The Institute - Philadelphia, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Schedule Coordinating,
Billing, Teaching,
Training, Client
Interaction, Motivating,
Coaching, Team Player.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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