

# Robert Smith

## Legal Extern

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## SUMMARY

A bilingual Legal Extern with a thorough understanding in all aspects of the pharmaceutical and biotech industry - science, law, regulations and compliance, and other aspects of business within the industry.

## SKILLS

Legal Research, Legal Writing, Trial .

## WORK EXPERIENCE

### Legal Extern

ABC Corporation - May 2014 - December 2014

- Assisted the Chief Disciplinary Counsel throughout the entire disciplinary proceedings process, from the preparation of petitions for discipline to the imposition of sanctions against attorneys who were found to have violated Professional Conduct Rules.
- Reviewed and analyzed initial complaints about merit, Conducted extensive research of case precedent in Delaware.
- Analyzed that research and wrote advisory opinions as to what professional conduct violations were present in the pending matter as well as what sanctions could be imposed.
- Regularly performed investigative functions, primarily in searching bank records, hearing transcripts and supporting documentation.
- Helped to draft interrogatories for deposition and would attend these depositions, using the respondents answers in my arguments.
- Reviewed and summarized letters sent from imprisoned clients concerning abuse while incarcerated.
- Constructed a monitoring checklist used to reveal deficiencies in the monitoring procedures and policies at a correctional facility.

### Legal Extern

Delta Corporation - 2011 - 2014

- Draft compliance orders related to issues such as petroleum bulk storage, wetlands and easements, conduct legal research, prepare files for .
- Drafting legal documents Researching legal and business issues for student entrepreneurs Patent Research Dissolving Businesses.
- Researched legal issues related to general practice, including aviation, contracts, consumer protection, and tort law Analyzed radar records and .
- Prepare legal memos evaluating the impact of statutes and regulations defining the agencies obligations and scope of authority to regulate financial .
- Reviewed and annotated motions, orders, and judgments Researched and wrote memo on equitable subrogation for use in Judges order Trained, .
- Interviewed clients to determine legal issues and produced instructions for pro se clients.
- Assisted General Counsel with contract drafting and case management - Handled legal research related to taxes and the formation of new companies.

## EDUCATION

Bachelors in Arts - (Delaware School of Law - Widener University)