

Robert Smith

Associate Corporate Paralegal

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SUMMARY

Dedicated and organized Associate Corporate Paralegal who contributes significantly to cases and trials through strong research, preparation, and facilitation. Utilizes experience with legal documentation, regulations, witness preparation, legal processes, file management, and client relationship management to meet challenging objectives.

SKILLS

Microsoft Office, Research, Microsoft Office, Legal Research, Legal Terminology

WORK EXPERIENCE

Associate Corporate Paralegal

ABC Corporation - 2001 - 2006

- Reviewed and drafted correspondence and legal documents, including contracts.
- Interacted with clients and all involved parties.
- Performed legal research and provided legal assistance.
- Responded and resolved promptly to customer inquiries and complaints by phone, email or in person.
- Recorded details of inquiries, comments and complaints.
- Work with the Legal Sourcing Group on procurement contracts and agreements.
- Served on contract negotiating team for Information Systems outsourcing deal (\$10 Billion), responsible for the coordination of all contracts and exhibits.

Corporate Paralegal

ABC Corporation - 2000 - 2001

- Contract Position Maintained and organized pertinent records for off-shore corporate subsidiaries.
- Drafted special meeting minutes for corporate activities.
- Track shareholders and percentage of stock holding.
- Maintain a tickler system for regular and annual meetings.
- Drafted documents for board meetings, including notices, proxies, affidavits of mailing, agenda, resolutions, ballots, oaths, minutes, and written consents.
- Maintained minutes of all board meetings and certain committee meetings.
- Maintained corporate secretary database for company and related joint ventures and subsidiaries.

EDUCATION

ML in Master of Law - 1999 (National Cheng Kung University)