

Robert Smith

Legal Consultant/

PERSONAL STATEMENT

Diligent with an eye for detail, Prompt delivery with accuracy. High on flexibility on demand with the job. Sorts and categorizes vast amounts of legal documents and data with ease. A highly competitive and dedicated self-starter who is disciplined, able to multi-task, and goal oriented.

WORK EXPERIENCE

Legal Consultant/

Beacon Hill, Compliance, Diamond Personnel, Epiq Systems -

September 2013 - 2020

Responsibilities:

- Draft insurance and indemnification provisions and amendment language in personal service, consultant, and construction contracts by properly identifying and mitigating contractual risk.
- Develop and monitor contract metrics for use in contract negotiations.
- Provide legal research, analysis, and write legal memoranda on zoning, environmental, and employment issues.
- Draft motions for injunctive relief and summary judgment.
- Work cross functionally with risk management, procurement, and department directors in support of timely start up, proper scope of work, and budgeting.
- Evaluate and approve contract requests based on department, county, and state/federal guidelines.
- Assist risk management review and process casualty claims, including workers compensation claims.

Legal Consultant

ABC Corporation - 2009 - 2013

Responsibilities:

- Drafted and analyzed various legal and financial documents for litigation and non-litigation such as sale and purchase agreements, license agreements, partnership deeds, merger agreements, power of attorneys, indemnity bonds, affidavit, complaint, written statement and such other legal documents.
- Consulting with clients from various industries and case presentation in High court.
- Researched and analyzed precedents, provisions and acts pertaining to the cases.
- Constructed leave-license agreements, employee restrictive covenants contracts and non-disclosure agreements for the client companies and created notices and replies regarding dues receivable and payable.
- Efficiently communicated with Solicitors of the client companies regarding cases filed by and against the company.
- Trained interns and collaborated with colleagues..
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

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

SKILLS

Excellent public speaking, verbal and written skills, organizational and follow-up skills and techniques, excellent data management skills, and ability to research, gather, interpret, and analyze diverse data sets and generate analyses and reports.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Juris Doctor in Taxation - (North Carolina Central University School of Law - Durham, NC)