

ROBERT SMITH

Associate Counsel/Co-ordinator

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Results-focused, motivated, and multifaceted attorney with a comprehensive background in government contracts, litigation, acquisition fraud and government contracts compliance.

EXPERIENCE

Associate Counsel/Co-ordinator

ABC Corporation - 2000 - 2005

- Negotiated and drafted oil and gas leases, division orders, surface use agreements, easements, rights-of-way, non-disturbance agreements.
- Negotiated successful resolutions to dozens of threatened litigations.
- Drafted employment contracts, services contracts, office leases, commercial and residential purchase and sale contracts, asset purchase agreements.
- Performed legal research on commercial and litigation matters.
- Participated in surface use policy advocacy. Followed and analyzed surface use, real estate, and energy legislation.
- Practice focused on securities litigation and arbitration, including handling my own docket of arbitrations from drafting answers through discovery and final arbitration.
- Duties also included assisting with compliance, regulatory, employment, and various in-house obligations for the corporation.

Associate Counsel

ABC Corporation - 1995 - 2000

- Reviewed, drafted and negotiated leases and other lease related documents.
- Reviewed and negotiated vendor contracts in such areas as maintenance, software, telecommunications, and utilities.
- Approved amendments and other lease related documentation prepared by the Real Estate and Lease Administration Departments.
- Prepared lease abstracts.
- Oversaw outside litigation.
- Handled other real estate and corporate legal matters as assigned.
- Handled and addressed landlord/tenant disputes..

EDUCATION

- J.D. - (University of Denver College of Law - Denver, CO)

SKILLS

Certified Public Accountant, Technical Skills.