

Objective

Possess knowledge of contracts, their use and their interpretation by virtue of education and background.

Skills

Analytical Skills, Management.

Work Experience

Document Review Attorney/Analyst

DTI Global, Inc. - July 2015 – 2020

- Analyzed complex legal documents including emails, contracts, spreadsheets, and other financial documents.
- Determined which issues applied to each document and coded the documents accordingly.
- Reviewed and determine if the document was responsive to the issues in the case and determined if any type of attorney-client privilege applies.
- Performed quality control on other reviewers work to ensure the client was receiving a top-quality product.
- Privileged information and other information according to HIPAA.
- Applied knowledge of healthcare law, regulatory and mergers and acquisitions law to client projects.
- Despited a junior team member, frequently been called upon to perform quality control review of other attorneys work.

Document Review Attorney

ABC Corporation - 2012 – 2015

- Spanish Language Patent infringement law review using Relativity.
- (8/17/15 - 8/19/15).
- Shareholders lawsuit using Relativity.
- (9/1/15 - 9/21/15) Spanish Language SEC investigation request for documents.
- (9/22/15 - 12/15/15) Federal Criminal Law Trial - Jury trials in complex cases Appeals - Many years of experience analyzing factual situations, researching the law, and writing legal briefs.
- Supreme Court - Researching the law and writing petitions for certiorari..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

LLM - (UNIVERSITY OF DENVER DENVER - Denver, CO)