

ROBERT SMITH

Document Review Attorney/Analyst

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Core competencies surround collaboration and developing creative solutions to complex problems. An engineering and legal professional with contract and project management.

EXPERIENCE

Document Review Attorney/Analyst

ABC Corporation - 2004 - 2011

- Documented review using Relativity and Summation. Antitrust litigation on behalf of consumers in the pharmaceutical industry.
- Drafted memos in Word and spreadsheets in Excel in preparation for depositions.
- Focused on the cross-elasticity in the pricing of two products owned by one company and whether the company withheld its awareness.
- Supervised a document review of more than boxes of hard copy documents.
- Negotiated with opposing counsel the withdrawal of a motion to dismiss for failure to prosecute.
- Reviewed in a Mergers and Acquisitions Case specifically focusing on an Employment Law Matter using the Relativity platform.
- Flagged Responsive matter for Counsel by Reviewing numerous Documents.

Document Review Attorney

Ryley, Carlock, & Applewhite - 2002 - 2004

- Conduct analysis review for each case file by identifying gaps and requesting the appropriate documents.
- Work in software programs, such as Relativity, Excel, Word, and Adobe.
- Create, redact, parse, and code various documents.
- Read documents carefully for identifying information, privilege, and responsiveness.
- Run independent searches within Relativity to obtain specific documents.
- Assist in the workflow of documents for the Financial Advisor repository.
- Coordinate, meet, and discuss the project regularly with the team..

EDUCATION

- - 1991(NORTHWESTERN UNIVERSITY - Evanston, IL)



SKILLS

Relativity, Legal Research, Microsoft Office.