

ROBERT SMITH

Litigation Support Specialist III

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A competent professional with 7 Years 7 Months of experience in E discovery, Litigation Review and Contract Negotiation (Vendor Service Agreement).

EXPERIENCE

Litigation Support Specialist III

ABC Corporation - 2004 - 2008

- Provided expert consultation to law firms on Litigation Support technologies that best meet their expectations.
- Orchestrated projects involving multiple vendors, different technologies and platforms, numerous locations and for users of varied technical ability to create user-friendly, efficient legal solutions.
- Managed large migration, implementation, scanning and design projects, ensuring at all times that essential information is handled properly.
- Coordinated document imaging, coding, document review, electronic discovery and OCR projects; integrated IPRO imaging system with database software.
- Provided useful training to lawyers, paralegal and staff in the use of Litigation Software.
- Configured new computer systems and provided training to new users.
- Performed migration of older litigation software to current version while preserving all relevant data.

Litigation Support Specialist

Delta Corporation - 2004 - 2008

- Send/Deliver subpoenas Retrieve medical records from multiple facilities for litigation.
- Make phone calls to retrieve records.
- E-mail attorneys, update, status reports Bill attorneys for services rendered.
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EDUCATION

- Certificate in Project Management - 2008(Loyola University - Chicago, IL)



SKILLS

Project Management, Data Hosting, Litigation Support.