

Robert Smith

Assistant Senior Legal Assistant

PERSONAL STATEMENT

An Executive Assistant position in a fast-paced goal driven business or professional environment with opportunities for professional growth and development.

WORK EXPERIENCE

Assistant Senior Legal Assistant

ABC Corporation - January 2009 - July 2012

Responsibilities:

- Researched and verified highly confidential information regarding corporate, financial, corporate executives and personnel for the preparation and submission of annual professional liability insurance renewal applications for seven lines of coverage, i.e., E&O, D&O, Fiduciary, etc.
- Entrusted with highly sensitive and confidential information related to the job responsibilities of the Chief Compliance Officer.
- Revised and distributed minutes of various Corporate Board and Committee meetings for PMI and its subsidiaries.
- Provided follow-up to ensure the implementation of actions/decisions made at Board, Committee, and Legal Department meetings.
- Responsible for Canadian regulatory compliance and licensing for PMI Canada.
- Prepared Regulatory & Compliance Reports for the Board meetings of PMI Canada.
- Calendared and provided follow-up on corporate, legal and/or litigation deadlines.

Senior Legal Assistant

Delta Corporation - 2006 - 2009

Responsibilities:

- Drafting, typing and filing initial pleadings, which are then reviewed by an attorney File court documents and draft legal motions for criminal & .
- Organize all phases of pre-closing, closing and post-closing activities Prepare and file incorporation, amendment, qualification, assumed name, .
- with heavy involvement in client relations.
- Bankruptcy and personal injury firm.
- Bankruptcy filings and petition drafting, medical and insurance record compilation, case file, calendar and office management, and arbitration .
- Responsible for coordinating numerous commercial real estate loan closings simultaneously, drafting closing checklists to accommodate the varying .
- Assisting counsel by reviewing and negotiating ALTA surveys and title insurance for multi-state commercial real estate transactions, reviewing

CONTACT DETAILS

1737 Marshville Road,
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SKILLS

Windows 7; Microsoft Office 2003, 2007 And 2010; MS Word, Excel, PowerPoint, Outlook; SAP Netweaver; SharePoint; Adobe Acrobat; Goldmine; Advent Portfolio Exchange; Concur; WinZip; Internet.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

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Education

BS- (Skyline College - San Bruno, CA)