# **ROBERT SMITH**

# Litigation Attorney/Executive

E-mail: info@qwikresumc.com Phone: (0123)-456-789

### **SUMMARY**

Florida licensed litigation attorney with seven years combined legal experience that includes practice in foreclosures, commercial contracts, and management of a caseload.

#### SKILLS

Data Analysis, Data Entry, Data Mining, Databases.

#### WORK EXPERIENCE

### Litigation Attorney/Executive

ABC Corporation - March 2008 - June 2012

- Managed document review projects, including patent litigation, consumer class actions, product liability litigation, and commercial disputes.
- Assisted in the preparation of witnesses for depositions and trial.
- Instructed and prepared litigation team for meet and confer conferences and e-discovery protocols.
- Counseled clients on issues of knowledge management, data privacy, and data collection processes.
- Advised major Fortune clients on litigation preparedness.
- Researched and drafted legal memoranda in support of motion practice on subject areas involving product liability, tort law, contract law.
- Collaborated with vendors and developer teams to select, improve, and enhance e-discovery solutions.

### **Litigation Attorney**

ABC Corporation - 2005 – 2008

- Represented clients in personal injury and Social Security disability claims.
- Key Accomplishments Represented clients in trials, mediations, arbitrations, and hearings.
- Drafted pleadings, motions, and settlement documents, interviewed clients, conducted legal research, and negotiated settlements.
- Created discovery documents, i.e.
- interrogatories, and requests to produce documents.
- Prepared clients for and conducted depositions of lay and expert witnesses.
- Represented clients in Social Security disability appeals before Administrative Law Judges...

#### **SCHOLASTICS**

Juris Doctor - (Syracuse University College of Law - Syracuse, NY)