

Special Counsel

ROBERT SMITH

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Objective

To obtain a position to further make use of skills, Special Counsel in providing legal advice and counsel to the University. Incumbent has a support role in areas of actual and potential legal liability, including but not limited to, reviewing and drafting contracts, advising on personnel matters, providing representation in internal administrative proceedings, interpreting federal and state laws and regulations, interpreting University policies, regulations and rules, developing and drafting policies and procedures, assisting in legal transactions.

Skills

Computerized information retrieval systems and research.

Work Experience

Special Counsel

ABC Corporation - October 2013 - April 2014

- Handled of billing matters with clients Case docket and management of cases both on state and federal level Extensive work with insurance companies to provide assistance both to client and defendants requests.
- Conducted extensive patient interviews in cases to be heard with SSI, defense, trial preparation and provided assistance with paperwork for these agencies.
- Prepared Memos for attorney re medical malpractice case summary Prepare detailed chronologies of events, pertinent to the allegations and issues raised in litigation.
- Compiled and organized medical and legal records and other related litigation materials.
- Conducted Legal Research, locates and summarizes pertinent literature.
- Prepared legal papers and correspondence, document preparation, revisions, scheduling, time entry, file maintenance and trial preparation.
- Worked directly with employee benefits (claims, FOIA, SSI, etc.).

Special Counsel

Delta Corporation - 2012 - 2013

- Hours worked per week 40 Legal Coding (Summation software) Deliver and send faxes, sort and deliver mail Photocopy and scan documents.
- concentrating on litigation including ERISA, governmental defense, environmental defense, commercial litigation, expropriations, oil and gas law and .
- Performed E-discovery review and analysis to determine relevancy to ongoing Department of Justice anti-trust litigation.
- Made further determinations of potential privilege and/or confidential claims.
- Legal Analyst Independently reviewed and analyzed hundreds of foreclosures.
- Paralegal Organize medical charts, correspondence, and reports Review and summarize medical charts, correspondence, and reports Create and implement .
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Masters of Science in Health Care Administration - 2003(Bellevue University - Omaha, NE)