

ROBERT SMITH

Corporate Counsel III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A business-oriented, proactive and problem solving corporate counsel with in-house experience in support of strategic business and sourcing/procurement operations in financial services.

CORE COMPETENCIES

Legal Research, Legal Analysis, Negotiation.

PROFESSIONAL EXPERIENCE

Corporate Counsel III

Ruth O. Borne - 2004 – 2019

Key Deliverables:

- Responsible for all legal aspects of administering civil engineering, land surveying, and real estate development projects.
- Managing Attorney responsible for all land development activities, including but not limited to RFPs, RFQs, due diligence, public bidding procedures.
- Facilitate and manage the interface with clients, consultants and approval agencies.
- Draft infrastructure proposals and contracts, bid documents, change order negotiation, and bond enforcement.
- Extensive experience with EJCDC Agreements. Assisted in investment advisor staff training.
- Human resource management of mid-size civil engineering and land surveying firm including risk management and collections.
- Negotiated all disputes without litigation; no adverse or workmens compensation claims.

Corporate Counsel

ABC Corporation - 2003 – 2004

Key Deliverables:

- Created and implemented OSHA compliant Safety program.
- Program adopted in part by Verizon.
- Drafted, negotiated, and defended multi-million dollar agreements between firm and major utility firms, municipalities, county and state governments and large private holdings.
- Implemented sub-contractor oversight program.
- Implemented Human Resources Program.
- Assisted with major expansion of services to increase revenues by 25% within 24 months.
- Three year Board member of Polk County Utility Group, largest voluntary membership group in the industry for the state of Florida..

EDUCATION

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- Certificate in Business, Petroleum - (University of Denver, Daniels College of Business)