

Robert Smith

Associate Attorney

PERSONAL STATEMENT

Associate Attorney for municipal agencies charged with building large and complex projects. These projects involve local, state and federal government, private contractors and engineering firms. Legal work includes drafting and reviewing contracts for construction, rehabilitation, and property acquisition. Participated in the legislative process as staff attorney while working on a wide range of legal issues concerning state government and legislative initiatives.

WORK EXPERIENCE

Associate Attorney

ABC Corporation - 2001 - Present

Responsibilities:

- Developing client base through community contacts, publicity and marketing efforts represented water resource commissioners during the planning and construction of large scale stormwater projects.
- Coordinating activities with stakeholders contractors, engineers, municipalities and government entities.
- Ensuring projects were built according to state and federal law, managing public hearings, acquired property interests, and prepared contracts.
- Successfully representing commercial and residential clients regarding real property disputes, municipal assessments, and transactional issues.
- Representing non-profit corporations, including non-profit housing corporations.
- Preparing organizational documents, counseling clients on organizational, employment and funding issues.
- Drafting and reviewing contracts for housing construction, rehabilitation, and property acquisition.

General Attorney

ABC Corporation - 1995 - 2001

Responsibilities:

- Maintained case production schedule by coordinating with field attorneys, Senior Level Counsel, Paralegals and Technology Advisors.
- Ensured compliance with production schedules on e-Discovery and where doing so is not possible, recommends scheduling alternatives.
- Coordinated with the Branch Chief, Senior Level Counsel, Paralegals, and Technology Advisors to develop e-Discovery case strategy as appropriate.
- Organized and maintained an accurate record of assigned e-discovery and related discovery requests, including keeping detailed case notes, using discovery plans, using spreadsheets, and entering case information into appropriate databases.
- Analyzed the facts, identifies relevant issues and applied e-discovery case law in advising the principal Counsel attorney on the appropriate scope of e-discovery request with regard to cases in litigation.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Written Communication,
Legal Research, Legal
Research, Document
Review, Division Orders,
Microsoft Office, Visio

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

BA in International Relations - 1994 (Tulane University - Orleans, MI)JD - (University Of Detroit School Of Law - Detroit, MI)Bachelor Of Science in Philosophy - (Valdosta State University - Valdosta, GA)