

ROBERT SMITH

Litigation Specialist III

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Demonstrable communication and leadership skills within large and small groups
Acquired and maintained leadership positions in a variety of tasks and positions.
Experience Individual Retirement Accounts Consumer and Commercial Lending
Proficient in Microsoft Office Products.

EXPERIENCE

Litigation Specialist III

General Electric Capital Corporation - JUNE 2014 - 2020

- Managed bankruptcy and litigation files against high profile debtors, small businesses, and individuals from inception to conclusion.
- Built cases and claims against debtors while keeping budget and resource usage as top priority.
- Made risk-based decisions to best improve the position of GE Capital.
- Actively updated and collaborated with risk officers to best evaluate GEs position.
- Gained working knowledge of laws and regulations pertaining to bankruptcy and litigation on a federal and state level.
- Maintained diligent records within internal filing as well as filed official documents with district level courts.
- Developed working relationships with attorneys in all 50 states.

Litigation Specialist

ABC Corporation - 2013 - 2014

- Litigation Specialist Managed the litigation process and ensured timely and cost-effective claims resolution.
- Managed multi-line litigation files in jurisdictions throughout the United States.
- Coordinated vendor referrals for additional investigation and/or litigation management.
- Used appropriate cost containment techniques including strategic vendor partnerships to reduce the overall cost of claims for clients.
- Closely controlled and monitored the legal costs to determine cases that were litigation worthy and settled cases where appropriate.
- Attended mediations, pre-trial conferences and trials accordingly.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- B.A. in Business Management - 2014(Western Governors University)



SKILLS

Risk Analysis, Bankruptcy, Litigation, Underwriting.