

ROBERT SMITH

Assistant Attorney General II

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

SUMMARY

Executive level business leader with over dynamic Operations, Legal, and Management experience. Expertise in governmental and private enterprises, managing teams and as an individual contributor.

CORE COMPETENCIES

Facilities Management, Technical Skills.

PROFESSIONAL EXPERIENCE

Assistant Attorney General II

ABC Corporation - April 2014 – October 2015

Key Deliverables:

- Provided legal advice in all areas of government finance, including post issuance compliance, bond, local government investment pool.
- Headed up the Contracts Law Forum (see below) and advised all of the state level conduit finance issuers of revenue bonds and certificates of participation.
- Handled public disclosure litigation, as well as managed many outside law firms serving in special attorney general contract capacities in a wide array of roles.
- Provided legal advice on a wide range of administrative legal matters. A multi agency resource for contract officers and attorneys.
- Brought new leadership and long range planning to a body that was languishing, giving it new life and invigorating it with skilled management practices.
- Provided comprehensive legal advice and representation to Arizonas Department of Child Safety in matters pertaining to child abuse and neglect.
- Conducted research and prepared pleadings on issues of juvenile law.

Assistant Attorney General

Charities Bureau - 2010 – 2014

Key Deliverables:

- New York State Office of the Attorney General, New York, NY May 2011 - Present Assistant Attorney General, Charities Bureau (Enforcement Section) - Provide guidance to charitable organizations and the public regarding the New York Not-for-Profit Corporation Law and other state statutes.
- Investigate fraud and abuse involving mismanagement of charitable assets, conflicts of interest, deceptive fundraising practices and breaches of fiduciary duties.
- Issue subpoenas; take testimony under oath; draft court papers, including complaints, affirmations and memoranda of law; and negotiate settlement agreements.
- Review and analyze complaints made by the public; draft memoranda recommending course of action; and interview witnesses.

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- Represent the Attorney General in court proceedings; speak on behalf of the Charities Bureau at public events and workshops.
- Helped create the Directors U initiative, a program designed to enhance leadership of not-for-profits by providing training, administrative support and other resources.
- Prepared a report announcing the findings of an inquiry concerning charitable "cause marketing" campaigns and drafted best practices designed to promote transparency in such campaigns..

EDUCATION

- - January 2011(Oglebay)