

## Legal Consultant III

ROBERT SMITH

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### Objective

Procurement Contracts Real Estate Seeking to utilized masters degree in Contracts/Supply-Chain Management and Procurement to enhance the operations and strategic objectives.

### Skills

Communication Skills, Analytical Skills.

### Work Experience

#### Legal Consultant III

##### Compliance Legal - 2001 - 2020

- Researched, negotiated, and drafted sales and corporate real estate lease agreements.
- Handled internal business client inquiries regarding the standard and approved contractual terms.
- Engaged in daily contact with sales staff and business customers.
- Negotiated with creditors, including large financial institutions, to ensure the orderly and equitable distribution of debtor-clients assets.
- Represented clients in bankruptcy proceedings.
- Advised clients with respect to labor and employment EEOC claims including wrongful termination and Title VII claims.
- Presented counsel leaders and management to maximize results and minimize issues.

#### Legal Consultant

##### Weiss Law Group, P.A - 2000 - 2001

- Research, draft and edit various legal documents for a small law firm specializing in civil litigation.
- Assist attorneys with legal discovery and preparation of case files for trial or other legal proceeding.
- Perform various research tasks utilizing WestlawNext or other legal database source(s).
- Prepare and edit various legal correspondence and documents.
- Established and maintain the office filing system for attorney case files and documents.
- Responsible for electronic filing of various legal pleadings and motions via Florida Courts E-filing Portal.
- Responsible for client and potential client contact Various other receptionist duties..

### Education

Masters of Government Contracts in Supply Chain & Procurement - 2009(UNIVERSITY OF MARYLAND UNIVERSITY CAMPUS - College Park, MD)