

# ROBERT SMITH

## Senior Legal Assistant II

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### SUMMARY

Over 20 practicing law in Seattle and with the United States Army. Ideal job is working for government at any level. Dedication, responsible and always looking to share knowledge and gain experience.

### SKILLS

Proficient In Microsoft Office, Outlook, Lotus Notes, Virtual File Management, IPortal, CLCS, ACBS, SHAW And Provenir Management Software.

### WORK EXPERIENCE

#### Senior Legal Assistant II

ABC Corporation - April 2013 – August 2016

- Initiated, negotiated, and finalized eviction proceedings under Housing and Urban Development (HUD) guidelines and Washington State Landlord Tenant Act and specifically the Unlawful Detainer Statute.
- Assisted the public in accessing records maintained by SHA.
- Received and responded to subpoenas for SHA.
- Received complaints, conducts investigation, and responds on behalf of the General Counsel.
- Coordinated requests for grievance hearings under the law, HUD regulations and SHA guidelines.
- Received, analyzed and investigated civil rights complaints on SHAs behalf.
- Interviewed witnesses; gathered and catalogs evidence; inspects document pertaining to civil rights complaints.

#### Senior Legal Assistant

Delta Corporation - 2008 – 2013

- Provide high-level administrative support to Principal partner, of counsel attorneys and support staff.
- Perform a wide range of administrative duties including maintain attorney files, managing attorneys calendar with respect to court dates and .
- Communicate with the Law clerks at several Judges chambers in both the Southern and Eastern District of New York.
- Operate switchboards and telephones; screen and direct calls to appropriate parties and departments.
- Preparation of Plaintiffs pleadings Integration of new referrals Act as liaison between Vendor, Firm and Client Draft complaints Investigate .
- This is Dummy Description data, Replace with job description relevant to your current role.
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## SCHOLASTICS

- JD - (University of Washington School of Law)