

ROBERT SMITH

Special Counsel I

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To obtain a position that will allow to utilize analytical, organizational and problem solving skills, Work is performed under the administrative direction of the General Counsel with limited supervision and occasional general supervisory review. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

EXPERIENCE

Special Counsel I

ABC Corporation - SEPTEMBER 2009 - JULY 2010

- Complied Specialist, Legal Department (Contractual Employee)
Performed complex compliance research to ensure local, state and federal regulations along with contractual compliances are upheld for new and existing Service Providers.
- Provided summary reports of potential risks to the company.
- Obtained certificates of authority and other documentation that reflects that the Service Providers are in good standing.
- Escalated the Service Providers who have not complied with state, federal nor NAL Syncreons compliance guidelines.
- Monitored insurance expirations and requested renewal certificates of insurance that comply with the coverage limits stated on the contract.
- Requested supporting documentation for companies that have merged or underwent name changes.
- Organized and maintained the physical contract files.

Special Counsel

Delta Corporation - 2007 - 2009

- Contract Paralegal with Westfield Insurance Audit software license agreements and assist with review and renewal of larger contracts.
- Administrative Assistant Contract position with Jackson National Reconciliation of files for close out of Department within Jackson National.
- Provided support to 2 partners Revised various contracts and agreements related to business and finance Drafted closing statements for client .
- Performed accurate and reliable review and assessment of large volumes of complex litigation documents related to Products Liability, Pharmaceutical & ;.
- Assisted in developing Privilege logs.
- Maintained Quality Control review of privileged documents.
- Civil Division, Torts Branch Retained expert witnesses, took, and defended discovery depositions Drafted and filed responsive

pleadings, motions, and .

EDUCATION

- Masters in Business Administrations - Financial Fraud & Management - 2014(Saint Xavier University - Chicago, IL)

SKILLS

Process Audit, Process Improvement, Regulatory, Compliance, Due Diligence, Risk Management, Procedure Writing, Documentation Drafting, Records Retention, Legal Research, UCC Management, Legal Documentation Drafting, Mortgages.