

ROBERT SMITH

Legal Counsel/Executive

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To pursue a career as in house counsel to capitalize on proven strengths in compliance and transactional law to exceed goals, streamline operations.

JANUARY 2014 - AUGUST 2015

LEGAL COUNSEL/EXECUTIVE - ABC CORPORATION

- Conducted interviews and independent research on agent reputation to identify and resolve red flags.
- Proposed the course of action to senior management.
- Developed and implemented compliance training for anti-corruption, export controls, and commercial law.
- Trained a large portion of Technip USA employees.
- Developed and negotiated MSAs used by Region and project operations.
- Dedicated counsel for mega project execution.
- Participated in responding to an audit from the Mexican taxation authority regarding temporary import bonds issued.

2013 - 2014

LEGAL COUNSEL - ABC CORPORATION

- In-house attorney for Municipal Corporation.
- Demonstrated expertise in government contracting and procurement, HUD regulations, commercial law, litigation and real estate law.
- Prepared and argued briefs and motions, prepared pleadings, drafted legal opinions and memoranda, litigated evictions, drafted and reviewed procurement and service contracts, drafted purchase agreements, acknowledgements, and deeds of trusts.
- Closed real estate deals and answered employment discrimination complaints.
- One of two attorneys who established the OHAs in-house law department.
- Significantly reduced clients liability by successfully litigating over 450 housing evictions per year.
- Eliminated clients 1X1 displacement liability by successfully closing over 90 scattered site housing properties..

EDUCATION

JURIS DOCTORATE in LAW - (SOUTH TEXAS COLLEGE OF LAW)

SKILLS

Microsoft Office, Database Management.