

ROBERT SMITH

Legal Specialist III

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Demonstrated achiever with exceptional knowledge of various business practices and processes. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively, and good decision making abilities. Extensive computer training, including knowledge of business specific software packages.

EXPERIENCE

Legal Specialist III

ABC Corporation - NOVEMBER 2007 - NOVEMBER 2009

- Responsible for identifying and reporting counterfeit Caterpillar Trademarks and removing counterfeit websites and online auctions.
- Membered of software development team for the modification of (eCounsel) for retention of all Trademark legal cases and filings.
- Created a new Legal eCounsel handbook manual for Trademark employees.
- Responsible for maintaining and generating domain name requests within Caterpillar for all departments.
- Earned Brand Advocate Certification assigned to my business unit to safeguard and grow the value of our portfolio of brands.
- Completed external training on Understanding Trademark and Patent Law held by the Practising Law Institute in San Francisco, CA.
- Attended and participated in Pro Bono clinic (Immigrations Filings for Victims of Domestic Violence) with Sidley Austin Law Firm in Chicago.

Legal Specialist

Delta Corporation - 2003 - 2007

- Legal Associated (12/2006 to 07/2012; Senior Analyst (12/2002 to 12/2006); Analyst (12/2000 to 12/2002) o As part of the Risk Mitigation Initiatives .
- Interviewed clients, prepared criminal cases for bond hearings and pre-indictment hearings.
- Month service; two (2) weeks each summer; active duty during Desert Storm; prepared Wills and Power of Attorneys for deploying personnel.
- Allowing deploying personnel to prepare Wills and/or Power of Attorneys prior to departure giving them a real "piece of mind".
- Am extremely proud of this experience.
- Skills Used Interviewing military personnel; confidentiality; quick preparation of documents; answering relevant questions for personnel.
- Provided administrative/clerical support for two corporate attorneys and managed the processing and approval of International invoicing

and .

EDUCATION

- Bachelor's in Business Management - (Franklin University - Franklin, OH)

SKILLS

Microsoft Office, Typing.