

# Robert Smith

## Associate Attorney General

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### SUMMARY

Attorney general investigator works for a state or national attorney general's office. In this position, investigate criminal activity and collect evidence that attorneys can use to prosecute suspected criminals.

### SKILLS

Analytical Skills, Management.

### WORK EXPERIENCE

#### Associate Attorney General

ABC Corporation - October 1997 - May 2002

- Prepared for and conducting Board and General Meetings, Committee meetings.
- Drafted agenda items, minutes & proceedings of Board & General Meetings.
- Maintained other statutory registers.
- Filed of various forms, resolutions, and returns under Companies Act, with ROC and Regional Director.
- Corresponded and filing returns with various statutory authorities.
- Prepared and circulating circular resolutions for board and committee approval from time to time.
- Compliance with applicable labor laws and attending to necessary filings.

#### Attorney General

Delta Corporation - 1994 - 1997

- License/Certification & Associate member of the ICSI.
- Relevant years of experience
- Strong communication skills
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### EDUCATION

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