

Robert Smith

Sr. Managing Attorney

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Diversified legal, management, and academic background with demonstrated proficiency as a professor of legal subjects. Experience as a legal cost consultant and in numerous law office management positions. Available for teaching online courses in business law, paralegal instruction, and other law subjects.

SKILLS

Deposition Skills training
- NITA, Excellent
Communication,
Leadership, CRM.

WORK EXPERIENCE

Sr. Managing Attorney

Simas & Associates, Ltd. - May 2011 - March 2019

Responsibilities:

- Acted as consultant to insurance companies, corporations, government agencies, and individual clients.
- Conducted line-by-line reviews of legal bills totaling over \$20,000,000 as well as on-site audits of law firms.
- Drafted more than seventy-five consultants reports containing findings and recommendations.
- Acted as the liaison between clients and attorneys to negotiate the potential reduction of invoices.
- Developed and assisted with the implementation of litigation and legal expense management guidelines for clients.
- Managed the largest branch legal office of state-owned workers compensation insurance carrier.
- Directly supervised in-house staff counsel and exercised oversight responsibility for contracted law firms defending thousands of active cases.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Managing Attorney

ABC Corporation - 2009 - 2011

Responsibilities:

- Conduct legal research, check legal sources and prepare cases for pending litigation.
- Ensure proper billing, client management, and make HIPAA recommendations.
- Evaluate and analyze contracts, case law, and applicable statutes (FDCPA, HIPAA, HITECH ACT, etc).
- Create policies and guidelines as appropriate.
- Manage and train support staff and new employees.
- Advise and represent clients primarily in consumer law and advocacy, contracts, and family law.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Arts in Economics - (Lafayette College - Easton, PA)

