

# ROBERT SMITH

## Lead Associate Counsel

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Seeking a position within an environment where can apply professional and practical entrepreneurial experience in law, domestic and international business, finance, management, marketing.

### CORE COMPETENCIES

Microsoft Office, Presentation Skills, Legal, Finance.

### PROFESSIONAL EXPERIENCE

#### Lead Associate Counsel

**ABC Corporation - 1991 – 1995**

##### Key Deliverables:

- Managed a portfolio of plus cases involving a bank, corporate, healthcare and real estate matters.
- Worked extensively with governmental agencies in the recovery of insured loans.
- Negotiated transactional deals involving the sale and purchase of the real estate, as well as post-foreclosure remedies.
- Handled firms &quot;Large&quot; litigated commercial matters. Prepared pleadings, discovery responses, motions and briefs on appeal.
- Directed all aspects of in-court litigation including discovery, depositions, conferencing, motion practice, up to and including trial.
- Counseled junior associates regarding litigation strategy involving minor litigation matters.
- Appeared as counsel of record for a major New York State resort that was acting as a debtor-in-possession.

#### Associate Counsel

**ABC Corporation - 1988 – 1991**

##### Key Deliverables:

- Assisted the General Counsel with managing the legal affairs of the company.
- Represented the company and its sales executives before the Minnesota Department of Commerce and the Minnesota Association of Realtors.
- Worked closely with the Human Resources Department to manage employment matters, including garnishments, support orders and tax levies.
- Assisted with the acquisition of real estate brokerages.
- Negotiated and drafted lease agreements and renewals for the companys 34 office locations.
- Updated many of the companys standard forms, including Escrow Agreements, Property Management Agreements, and Employment Agreements.

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- Also served as counsel for the companys affiliated title company, mortgage company, and non-profit foundation.

### EDUCATION

Juris Doctor - (NEW YORK LAW SCHOOL - New York, NY)

