

# ROBERT SMITH

## Jr. Litigation Specialist

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### SUMMARY

Litigation Support Specialist will perform a variety of duties related to the firm's electronic discovery management and review protocols, with a focus on data processing, document management.

### SKILLS

Medical Coding And Insurance.

### WORK EXPERIENCE

#### Jr. Litigation Specialist

ABC Corporation - January 1986 – January 1997

- Composed, various legal documentation including discovery, correspondence.
- Used software tools including Just, what the legal assistants gave to me to produce.
- Worked in the mailroom, using postage machines, and sorters.
- Pulled bankruptcy cases from Pacer.
- Redacted Personal Identifiable Information on loan documents.
- Handled litigated claims and first notice lawsuits in the Public auto unit, including mass transit, Bus, Shuttle, Limousine, and Taxi.
- Direct defense counsel through all aspects of litigation, approve all legal expenses and handle all negotiations.

#### Litigation Specialist

ABC Corporation - 1984 – 1986

- Administration / Accounting Subarea Other Job Type Manager Tasks performed Autotrakk is a car leasing company that finance vehicles for credit challenged customers along the United States, with its home office based in Montoursville.
- Started working at this company verifying insurance and making collection calls and collection tasks, and when I graduated from college in 2007, I was promoted as head of legal and litigation department of the company.
- My job consisted in managing bankruptcy accounts, and make the appropriate paperwork with the courts for these accounts in order to collect payments, obtain appropriate insurance and or recover the vehicles when applicable.
- Some phone calls and correspondence to court house and attorneys office was also required.
- Was also in charge of bringing to court those customers who did not want to return the car and they did not pay their bills, and doing court entry and appearance for deficiency judgments.
- Motions to retrun seized vehicles by the police and other government agencies such as dea and homeland security agencies were also my responsibility.
- As a litigator, I was also in charge of claims with insurance companies and litigation of payments from them..

## SCHOLASTICS

- Associate in Printing in Pre-Press - 1986(Okmulgee Tech - Okmulgee, OK)