

Robert Smith

Lead Legal Extern

PERSONAL STATEMENT

Member of the organization, working to become a member of Connecticut as a legal Extern.

WORK EXPERIENCE

Lead Legal Extern

ABC Corporation - January 2015 - May 2015

Responsibilities:

- Reviewed company 10-K ensuring compliance with federal securities laws and regulations in preparation for Annual Shareholder meeting.
- Drafted sections of Proxy Statement; reviewed Form S-1, prospectus, filings and corporate by-laws for compliance with securities regulations.
- Analyzed available stock option plans for employees and made recommendations by considering tax implications, vesting schedules, and corporate mergers/acquisitions.
- Reviewed sales contracts and made suggestions that reflect market demands.
- Assisted legal team in litigation prep regarding contractual disputes with suppliers.
- Applied for trademarks.
- Responsible for Patent and Trademark Office.

Legal Extern

Delta Corporation - 2013 - 2015

Responsibilities:

- Evaluated and briefed contemporary Federal Circuit cases for the monthly Case Digests.
- Drafted summaries of FCBA events and programs for the Newsletter.
- Compiled persuasive executive summaries regarding patent law reform.
- Researched current policy issues on Capitol Hill and in the Executive Branch regarding subject matters addressed in the Federal Circuit.
- Supervised under the State Bar Practical Training Program.
- Prepared pre-trial documentation and research for domestic violence felony cases set for trial, pre-trial, and preliminary hearings.
- hrs/week.

Education

Juris Doctor in Certificates - August 2010(Vermont Law School - South Royalton, VT)

CONTACT DETAILS

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

SKILLS

Lexis Advanced, Westlaw
Next, Kofax Kapow
Katalyst, Microsoft SQL
Server.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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