

ROBERT SMITH

Special Counsel II

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SUMMARY

A Paralegal/Executive Assistant with ten years of experience in insurance defense, personal injury, medical mal-practice, domestic, entertainment and trademarks.

SKILLS

Knowledge In Microsoft Word,Excel,Power Point,Outlook and Office Access,Customer Service.

WORK EXPERIENCE

Special Counsel II

ABC Corporation - October 2012 – October 2013

- Recruited Administrative Assistant Responsible for administrative support to staffing recruiters, business development and executive director.
- Responsible for posting new positions on job boards, contacting candidates for open positions and discussing job details with candidates.
- Set up interviews with hiring managers and advised potential candidates of preliminary paperwork to complete prior to interviewing.
- Set up candidates with new hire paperwork, managed the entire weekly payroll operation, handled incoming calls, maintained confidential client files, reviewed resumes, conducted interviews.
- Negotiated pay rates, set up new hire orientations, processed background and credit checks.
- Prepared and coordinated travel reservations for senior management, assisted with audit compliance, and creation of employee accounts.
- Created and maintained Excel spreadsheets for weekly reporting purposes which included number of consultants on project along with wages and gross margin percentages.

Special Counsel

Delta Corporation - 2008 – 2012

- Worked on response to Department of Justice antitrust investigation of proposed airline merger.
- Handled document review, legal research and deposition preparation in several inter-related anti-trust cases arising in the travel industry, .
- Oversaw and mentored a group of thirty newly hired attorneys on the legal and technical issues in the cases.
- TX Worked with Jones, Day firm on the investigation of potential corruption in Dallas County politics.
- Analyzed Hitachi patents for technology products Discovered patent infringements Interpreted Korean and Japanese documents into English.
- Contract Attorney Perform document review in preparation for commercial litigation.
- Contract File Clerk / Records Clerk Special Counsel, a legal recruiting firm located in Atlanta, is seeking file clerks and document review .

SCHOLASTICS

- Business Administration - (Rasmussen College)