

Robert Smith

Associate Legal Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Training, team and project manager experience, expertise and skills in writing collections/recovery procedures and training guides, bankruptcy, deficiency collections, performance evaluations, setting team/individual goals, account review, compliance, dialer, early/late stage collections, skip tracing, repossession, foreclosure, litigation/ replevin, post- judgment collection, and fraud .

WORK EXPERIENCE

Associate Legal Specialist **ABC Corporation - 2002 - 2008**

Responsibilities:

- Responsible for multi-billion dollar charge off portfolio and supervised other members of Recovery staff.
- Trained employees on new systems.
- Collected monthly deficiency and replevin balances of \$500K+ on average.
- Corresponded with outside collection agencies, approved settlements, reviewed month end reports, and processed monthly remittance.
- Managed credit disputes on all recovery accounts.
- Reviewed fraud accounts, forwarded as necessary to attorney.
- Reviewed and placed accounts with outside counsel for litigation / replevin.

Legal Specialist **Delta Corporation - 1990 - 1992**

Responsibilities:

- Temporary Assignment) Assisted the Criminal Investigation Division / Asset Forfeiture Section with the investigation and prosecution of ongoing asset .
- Prepare and draft Multi-Family loans transactions, resolutions, memoranda, commitments, legal documents, and general correspondence for staff .
- Draft, review and revise Loan Modifications, Workout and Foreclosures and assist in loan foreclosures and project disposition.
- Respond to civil and government subpoenas, and other regulatory inquiries issued by FINRA and SEC Review emails for privilege and specific search .
- Review contract documentation and information from clients Compile files to send to attorneys in various states to file with court File tracking and .
- Procuring and amending legal documents Filing documents Manning phone service Secretarial duties Accomplishments Position appointed by SGM Skills .
- Legal specialist with additional duties as JAG Office Network support technician.

SKILLS

Typing 50 wpm,
Microsoft, Excel, Data
Entry key-strokes 8,500,
Access, Internet Outlook.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Legal Focus - (Golden West College)