

Robert Smith

Counsel/Consultant

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SUMMARY

Highly organized, detail-oriented Counsel/Consultant, able to focus, prioritize and complete multiple tasks and follow through to achieve project goals. To gain expertise, knowledge and hone the skills and abilities in the legal arena that would facilitate in establishing self as a competent professional.

SKILLS

Collaboration, Advocacy, Multi-tasking, Project Management, Process Improvement

WORK EXPERIENCE

Counsel/Consultant

ABC Corporation - 1984 - 2000

- Reviewed and negotiated purchase and construction contracts.
- Monitored competitive bidding procedures and conducted competitive bid openings.
- Developed and oversaw the implementation of a comprehensive land use management plan for the unincorporated areas.
- Developed and oversaw the implementation of uniform comprehensive personnel policy.
- Developed and oversaw the implementation of comprehensive employee compensation and job classification system.
- Developed and oversaw the implementation of a civilian bailiff program.
- Represented the employer before the West Virginia Human Rights Commission and monitored the Equal Employment Opportunity Commission (EEOC) claims.

Counsel

ABC Corporation - 1983 - 1984

- Lead real estate attorney facilitating McDonalds real estate program.
- Successfully resolved multiple land use issues.
- Conducted title, survey, and environmental due diligence.
- Revised several corporate legal agreement forms.
- Supervised outside attorneys and conducted cost and budget controls.
- Supervised a paralegal and a legal assistant.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.s in Admissions - 1982 (University of Tennessee College of Law - Knoxville, TN)