

# Robert Smith

## Litigation Attorney

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## SUMMARY

Results-oriented Government Affairs, Public Policy, and Community Relations Attorney with extensive experience in a large telecommunications company. Passionate about community development and growth that contributes to and benefits the communities in which we live engage non-profit groups in support of company initiatives, and creates relationships that integrate corporate and community goals to develop a stronger and more compassionate environment. A leader committed to collaborating with others to accomplish corporate goals while being inclusive of individuals, groups, and diversity. Speak and write fluent French.

## SKILLS

Jury Trial, Disability Services, Special Education, Misdemeanor Litigation, Felony Litigation, Hearings, Crime Policy Research, Policy Development

## WORK EXPERIENCE

### Litigation Attorney

ABC Corporation - December 1986 - August 2008

- Managed extensive litigation caseload involving criminal and financial issues with attention to the accuracy of facts obtained through investigation and outside sources, development of timelines and working within mandated court and internal compliance dates.
- Coordinated with internal investigators and outside law enforcement agencies to obtain information or evidence to be used in hearings.
- Performed independent analysis of documentation and information provided in response to legal requests for information.
- Interacted with investigative staff and management personnel in determining the approach to be taken in certain litigated cases.
- Supervised the work product of employees ensuring the accuracy of the written product and legal analysis of documents to ensure compliance with the law and internal policy before documents were filed.
- Negotiated and drafted settlement agreements to resolve litigated cases.
- Developed procedures to facilitate efficiency in completing related tasks.

### Junior Attorney

ABC Corporation - August 1987 - February 1988

- Conducted detailed client intakes and entered information into the company database.
- Communicated pertinent information to clients via phone, email and mail.
- Researched state statutes, decisions, legal articles, codes and documents.
- Maintained ongoing communication with opposing parties from discovery to the trial phase.
- Managed billable hour tracking, payroll, client invoicing and attorney schedules.
- Created and implemented all policies, workflow processes, and work assignments.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## EDUCATION

Juris Doctor - 1986 (Widener University Law School - Wilmington, DE)BS in Business  
Administration - (Widener University - Chester, PA)BA in Psychology - August 2006(West Texas  
A&M University - West, TX)