

Robert Smith

Legal Consultant/Representative

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SUMMARY

To provide and ensure quality care, safety and well being in the long term and rehabilitation community.

SKILLS

Analytical Skills, Technical Skills.

WORK EXPERIENCE

Legal Consultant/Representative

Tulsa Law Center - September 2014 - 2020

- Attended initial intake and interviews with clients who are facing major life changes.
- Provided counseling and support throughout the duration of the litigation.
- Advised the attorneys and explaining legal terms and court proceedings to clients.
- Prepared and edit legal pleadings, organize and review confidential records and files.
- Interacted with judges, courts, child welfare, therapists, law enforcement, and various intervention service agencies.
- Drafted letters and court pleadings, proofing documents, answered multiline phone system, copying, faxing, billing, legal research.
- Managed clients in corporate formation matters.

Legal Consultant

ABC Corporation - 2011 - 2014

- Draft insurance and indemnification provisions and amendment language in personal service, consultant, and construction contracts by properly identifying and mitigating contractual risk.
- Develop and monitor contract metrics for use in contract negotiations.
- Provide legal research, analysis, and write legal memoranda on zoning, environmental, and employment issues.
- Draft motions for injunctive relief and summary judgment.
- Work cross functionally with risk management, procurement, and department directors in support of timely start up, proper scope of work, and budgeting.
- Evaluate and approve contract requests based on department, county, and state/federal guidelines.
- Assist risk management review and process casualty claims, including workers compensation claims..

EDUCATION

Masters in Human Relations/Counseling - 2004(University of Oklahoma - Tulsa, OK)