

ROBERT SMITH

Special Counsel III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Enthusiastic, highly motivated and task-oriented candidate who is very attentive and courteous with a professional demeanor. Strong work ethic with the ability to multi-task and handle functions under pressure. Fast, efficient and reliable. Great communication with ability to resolve problems in a timely manner.

CORE COMPETENCIES

Executive Assistant, Paralegal, Office Administration, State Of Tennessee Notary.

PROFESSIONAL EXPERIENCE

Special Counsel III

ABC Corporation - October 2013 – April 2014

Key Deliverables:

- Assisted with filing Assist with office moves and renovations.
- Identified and determined damages and related costs of services, including analysis of medical bills and other special damages and collaboration with experts to prepare cost analysis for damages.
- Provided coverage opinions and analysis for cgl and title insurance policies, many coverage opinions dealt with underlying construction defect lawsuits, including significant questions of coverage following colorados legalization of medical marijuana.
- Assisted in developing the litigation department of a traditionally transactional firm.
- Organized lawsuit with 600 plaintiffs to seek financial recovery from fraudulent business opportunity franchiser.
- Worked with Baker McKenzie law firm on a variety of projects for a major cellphone service provider.
- Represented and advised corporations in the areas of insurance defense, debt collection, commercial litigation matters, construction law, restrictive .

Special Counsel

Delta Corporation - 2011 – 2013

Key Deliverables:

- Special counsel for insurance defense firm Created and supervised workers compensation department Counseled and educated partners and senior .
- Contract Attorney (April 2010 - June 2010) Reviewed documents electronically involving Pharmaceutical case.
- Dallas, TX Worked on preparation of defense of health insurer in dispute with medical providers over the submission of allegedly fraudulent claims.
- November, 2013 - Special Counsel Dallas, TX February, 2014 Worked on preparation of defense to shareholders suit filed against major .

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- TX Worked on preparation of defense to Department of Justice antitrust litigation seeking to enjoin proposed airline merger.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Masters of Science in Health Care Administration - 2003(Bellevue University - Omaha, NE)