

Document Review Attorney

ROBERT SMITH

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Objective

Experienced Document Review Attorney with a persistent and strong eye for detail. Hands-on experience in performing complex litigation document review for clients from different industries.

Skills

Verbal Communication Skills, Management.

Work Experience

Document Review Attorney

SYNERGY LEGAL STAFFING - June 2013 - 2020

- Reviewed litigation and investigatory documents for relevance, privilege, trade secrets, patient privacy (HIPPA) and confidentiality.
- Provided concise legal analysis and commentary to highlight significant issues.
- Redacted personal and patient information including 10,000+ page clinical trial documents.
- Created privilege logs for outside counsel.
- Performed quality assurance and quality control of review work to ensure reviewer accuracy, deadlines, and client specifications.
- Experienced across multiple industries including pharmaceutical, biotech, construction, technology, real estate, aerospace.
- Caused by action includes securities litigation, patent infringement, intellectual property, wrongful termination.

Document Review Attorney

Fort Worth Metroplex - 2008 - 2013

- Electronically analyze documents for responsiveness, privilege, and confidentiality.
- Perform both first and second level - quality-control - reviews.
- Constructed privilege logs and performed appropriate redactions.
- Software Concordance, Discovery Mining, iConect, Kroll, Lextranet, Relativity, Ringtail, Summation, and Xera.
- Placements in pharmaceutical, patent and general litigation, and SEC investigations.
- Employers include Epiq Legal f/k/a DeNovo Legal, Hudson Legal, Level2 Review, Lexolution, Pye Legal, Robert Half Legal, Smith & Reyna, and Special Counsel Legal f/k/a Aijilon Legal.
- Projects include, without limitation Defense of lawsuits and regulatory investigations for the pharmaceutical industry, including prescription drug on and off-label usage and compliance with FDA; Defense of SEC investigations of a major technology firm.

Education

Juris Doctor - (Nova University Shepard Broad Law Center - Fort Lauderdale, FL)