

ROBERT SMITH

Document Review Attorney/Co-ordinator

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SUMMARY

Highly accomplished professional with diverse experience in all aspects of civil litigation. An effective team member who is exceptionally disciplined and organized.

SKILLS

Relativity Platform, Languages, Writing, Translation.

WORK EXPERIENCE

Document Review Attorney/Co-ordinator

Synergy Legal Staffing - August 2015 – 2020

- Reviewed and analyzed documents for discovery in a large, complex financial market, medical products and private equity fund manager cases.
- Analyzed complex legal documents including emails, contracts, spreadsheets, and other financial documents.
- Determined which issues applied to each document and coded the documents accordingly.
- Reviewed and determined if the document was responsive to the issues in the case and determined if any type of attorney-client privilege applied.
- Performed quality control on other reviewers work to ensure the client was receiving a top-quality product.
- Performed redaction on a bank-related case document.
- Provided work product (documents) of documents for the large, complex financial markets, medical products.

Document Review Attorney

ABC Corporation - 2010 – 2015

- Analyze content to ensure documents fall within the scope of the discovery requests.
- Research background and regulations related to cases at issue.
- Review documents using various document review platforms, including Kroll and Relativity.
- Determine whether information is attorney/client privileged and create corresponding privilege log.
- Prepare clients cases for litigation by coding documents to respond to subpoenas.
- Oversee quality control by reviewing the work of other attorneys.
- Assess confidentiality of documents and redact necessary information..

SCHOLASTICS

- Master's in Law in Human Rights - 2016(St. Thomas University - Miami Gardens, FL)