

# Robert Smith

## *General Counsel/Clerk.*

### PERSONAL STATEMENT

Professional and accomplished attorney with over 9+ years of experience looking to leverage extensive background in client relations and crisis management, public speaking, business and employee management, project management and research, and sales into a vital employee for your company.

### WORK EXPERIENCE

#### ***General Counsel/Clerk.***

**ABC Corporation - August 2015 - October 2015**

##### *Responsibilities:*

- Responsible for creating a legal department for a growing company with locations in the USA and the Philippines.
- Set internal governance policies and manage the impact of external factors.
- Evaluate and weigh multiple inputs and impacts of any decision or course of action.
- Anticipate issues and estimate risks strategically.
- Identify proactive solutions that will eliminate or mitigate risks.
- Base decision making process on ethics and integrity.
- Deal with external parties (accountant, external counsel, clients).

#### ***General Counsel***

**ABC Corporation - 2011 - 2015**

##### *Responsibilities:*

- Provided legal strategy, expertise and advice on a wide variety of commercial matters in support of achievement of the companys long and short-term goals.
- Directly responsible for all company legal transactions, particularly; drafting, structuring and negotiating customer and Business Partner agreements while appropriately valuing legal, regulatory and business considerations.
- Successfully managed a business expansion program by identifying and closing innovative business opportunities, producing new revenue streams and expanding the customer base and market penetration.
- Implemented operational cost-saving practices saving more than \$300K annually.
- Managed key strategic and global supplier relationships to maximize the value of purchases and enhancing competitive advantage.
- Controlled all aspects of the legal and compliance functions supporting the President and CEO.
- Wrote and successfully managed the execution of this start-up companys business plan beginning from its initial capital raise.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Dictations, Calendaring,  
Scheduling, Drafting.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

JD - 2011(SEATTLE UNIVERSITY SCHOOL OF LAW - Seattle, WA)