

Robert Smith

Litigation Specialist/Coordinator

PERSONAL STATEMENT

Review of legal documents, participation in depositions, hearings and trials as our company representation and/or witness, negotiation of settlements and preparation of promissory notes.

WORK EXPERIENCE

Litigation Specialist/Coordinator

Document Technologies Inc - May 2007 - 2020

Responsibilities:

- Provided administrative support to Attorneys, Paralegals and Executive Assistants.
- Created and drafted letters, memos, agendas, travel itineraries, fliers, and reports.
- Developed and maintained spreadsheets, databases, and record keeping systems.
- Opened and distributed mail, copied, filed documents.
- Receptionist Served as the contact person for communication and follow-up on internal and external contacts.
- Greeted and signed in visitors, clients and vendors warmly, made sure they were comfortable.
- Prepared and tracked visitor logs and badges.

Litigation Specialist

ABC Corporation - 2006 - 2007

Responsibilities:

- Began in a temp position, hired full-time November 2003.
- Managed litigation for a specialized insurance carrier which provides general and auto liability coverage to auto dealers, equipment dealers and auto specialty markets.
- Cases included 1st and 3rd party bodily injury, property damage and no-fault PIP benefits; consumer litigation; agents E&O; and employment litigation including discrimination, harassment, wrongful termination, EEOC complaints, and MDCR complaints.
- Determined coverage, wrote coverage delineation letters, investigated, documented, evaluated, and settled litigated cases.
- Collaborated with Defense Counsel at all levels of litigation, from inception of suit through final disposition via settlement, appeal, dec action, or other resolution such as ADR.
- Outlined coverage disputes, appeals issues, potential dec actions, trial, or binding arbitration recommendations for Home Office approval.
- Handled numerous multi-million dollar exposure cases with adverse liability and catastrophic injuries from inception to resolution..

CONTACT DETAILS

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

SKILLS

Typing 65 WPM,
Computer, Scheduling
Appointments, Phone
Skills, Hospitality.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

B.A. - 2001(Spelman College B.A. Theatre Arts)