

ROBERT SMITH

Document Review Attorney II

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Highly practiced and motivated Attorney with more than four years of legal experience in criminal defense, civil litigation, legal research and writing.

JULY 2015 - 2020

DOCUMENT REVIEW ATTORNEY II - DTI GLOBAL, INC.

- Contracted Deliver high quality and error-free document review services to clients coming in before the deadline and under budget.
- Authored documents for pending litigation and discovery, and handling trial and hearing of cases or matters.
- Ensured the work quality of other attorneys prior to delivery to the client.
- Performed quality assessment of work completed by other reviewers.
- Reviewed documents of all sorts, such as memoranda, email, and other work-related documents to identify the relevancy of the document.
- Rendered efficient support in compiling and identifying vital documents for attorney-client privilege.
- Applied litigation protocols to successfully create and refine appropriate legal strategy for discovery, investigation.

2013 - 2015

DOCUMENT REVIEW ATTORNEY - ABC CORPORATION

- Spanish Language Patent infringement law review using Relativity.
- (8/17/15 - 8/19/15).
- Shareholders lawsuit using Relativity.
- (9/1/15 - 9/21/15) Spanish Language SEC investigation request for documents.
- (9/22/15 - 12/15/15) Federal Criminal Law Trial - Jury trials in complex cases Appeals - Many years of experience analyzing factual situations, researching the law, and writing legal briefs.
- Supreme Court - Researching the law and writing petitions for certiorari..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctorate - (THURGOOD MARSHALL SCHOOL OF LAW)

SKILLS

Computer literate, Research and writing experience.