

Robert Smith

Special Counsel

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SUMMARY

Accomplished attorney with a strong background in real estate, land use, and zoning, including purchase, development (residential and commercial), leasing, construction litigation, and landlord tenant matters. Proven ability to negotiate complex transactions. Offer outstanding team building, diversity training, and problem solving skills.

SKILLS

Microsoft Office, Outlook Express, Windows, Typing 50 Wpm, Organizational, Answering Phones.

WORK EXPERIENCE

Special Counsel

ABC Corporation - 2012 - 2013

- Served as resident expert on Feres doctrine for pending and potential litigation Negotiated settlement of multi-million dollar .
- Ensured all compliance documents are scanned into NAL Syncreons imaging database.
- Assisted the Paralegal with corporate maintenance.
- Handled all the accounts payable and receivable for the office, balanced spreadsheets for account purposes.
- Communicated requirements and duties to prospective candidates.
- Coordinated company functions (holiday parties, BBQs, etc.) Keep current on all state and federal employment laws and employment law related compliance regulations and information.
- Recognized as one of the top three team members retained by the partners of the law firm managing this assignment.

Special Counsel

Delta Corporation - 2007 - 2012

- Work with the business and legal unit to ensure that the business unit and Verizon Business remain FCC compliant for posting contracts and contract .
- Analyze and monitor summary process with regard to timing and accurate record keeping after contracts and amendments are prepared by the Business .
- Was part of a legal discovery team defending an international information services company in a Federal Trade Commission investigation of a breach in .
- This long-term assignment involved review of over 3.3 million pages of documents using electronic discovery tools to conduct Tier I and Tier II .
- First and second pass review of documents for content, relevance, and privilege in multiple intellectual property litigation cases.
- Sole attorney providing advice to the Firms clients regarding all aspects of asset management.
- Project leader for various private equity and venture capital deals involving mezzanine financing, convertible preferred stock private placements, .

EDUCATION

J.D. - (University of Denver College of Law - Denver, CO)