

ROBERT SMITH

Lead Paralegal II

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Highly motivated professional who thrives in a fast paced environment and has a keen attention to detail; Innovative, imaginative, dedicated team player.

EXPERIENCE

Lead Paralegal II

ABC Corporation - 1998 - 2011

- Conducted paralegal duties including managing regulatory dockets using high levels of detail and an eye on uniformity with regards to corporate strategy and policy.
- Exercised independent judgment and utilized a high level of confidentiality.
- Analyzed and responded to internal complaints from employees and client groups, by examining forensic evidence, conducting interviews and making recommendations related to corporate policy and legal violations.
- Provided key information to employee, management and HR regarding EEO policies and procedures interpretation.
- Continually reviewed the actions of employees, to ensure compliance with EEO policies, procedures and regulations.
- Successfully negotiated resolution strategy, methods and action to be taken with management, human resources and labor.
- Developed and maintained professional relationships while performing fact-finding and research efforts.

Lead Paralegal

Delta Corporation - 2007 - 2009

- Day to day management of complex Workers Compensation and Personal Injury cases.
- Prepared written correspondence, legal documents and pleadings and negotiated settlement of cases under supervision of managing partners.
- Office management duties to include A/P, vendor contracts and supervision of office staff.
- Handled all aspects of the firms Chapter 7 and Chapter 13 Bankruptcy Cases (336) Drafted Chapter 13 and Chapter 7 Petitions Filed Debtors Supporting.
- Supervised staff of up to eight employees within a Personal Injury Law Firm.
- Tasks include all aspects of Litigation and Pre-Litigation, including client interviewing and intake, legal research, drafting of all pleadings and.

- Experienced in settling cases and preparation for trial.

EDUCATION

- Bachelor of Arts in Organizational Communication - (University of Colorado - Colorado Springs, CO)

SKILLS

Project Management, Healthcare Compliance.