

ROBERT SMITH

Attorney General I

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SUMMARY

Well versed with complete Software Development Life Cycle (SDLC) process, which includes Designing, Developing, Testing and Implementation.

SKILLS

Share point Designer, SharePoint Online.

WORK EXPERIENCE

Attorney General I

ABC Corporation - March 2012 – September 2012

- Developed and implemented a brand new SharePoint intranet portal.
- Re-developed & deployed custom MOSS features in SP.
- Created several Site Collections, Document and Form libraries, Lists, and Views.
- Worked with BCS (Business Connectivity Services) to retrieve data from SQL databases and web services.
- Created custom features & web parts in .NET Worked extensively with CSS & JQuery for branding.
- Worked with User Profiles, Custom User profiles Properties & User Profiles Synchronization.
- Created, managed and assigning user roles to different sites.

Attorney General

Delta Corporation - 2009 – 2012

- Administrative Assistant 40 hours per week Greeted persons entering establishment, determined nature and purpose of visit, and direct or escort them .
- Scheduled new employee meetings and interviews Provided information about establishment, such as location of departments or offices, employees within .
- Legal Assistant II Open cases Summarize and draft brief for attorneys Draft legal pleadings.
- Elected/Volunteer Position) Served as a leader of the judicial branch for Clemson University Student Government with broad based responsibilities .
- Gained knowledge, skills, and abilities as an effective leader through hands-on leadership.
- Established a new division of the Judicial Branch, the Judicial Education Committee, which educates students about the code of conduct and the .
- Prepared closed files for record center Monitored arrests on ACT Used Legal Files to obtain client information Organized warrants in filing system .

SCHOLASTICS

- Masters in Management Information Systems - (University of Memphis)