

ROBERT SMITH

Associate Lawyer

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Provide support, advice and counsel to business units/management on a wider variety of legal matters including, but not limited to, commercial transactions, business development matters,

SKILLS

Computer Skills: Microsoft Word, Languages Bilingual Spanish English, Communication Skills.

WORK EXPERIENCE

Associate Lawyer

ABC Corporation - July 2009 – November 2010

- Work in environmental law, representing public interest groups, waste disposal companies, or construction firms in their dealings with state and federal agencies.
- Help develop federal and state programs, draft and interpret laws and legislation, and establish enforcement procedures.
- Perform administrative and management functions related to the practice of law.
- Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
- Interpret laws, rulings and regulations for individuals and businesses.
- Represent clients in court or before government agencies.
- Established practice initially by accepting court appointments and through advertising and creative marketing strategies.

Lawyer

ABC Corporation - 2006 – 2009

- Managed litigation of cases in court which encompasses trial preparation, legal research, court appearance and oral argumentation and formulation of strategies.
- It also required preparation of witnesses, pleadings, trial memorandum and appeal memorandum.
- Represented clients on financial crimes, such as large scheme swindling, money laundering claims which entails gathering of facts, learning complex processes of filing claims and freezing of assets and tracing the funds.
- Organized and reviewed transactional documents for sale of assets, formulation of corporate board resolution and compliance with government requirements for and in behalf of corporate clients.
- Creation of Power of Attorney (POA), trust agreements and advising clients of rights, powers and remedies of the parties.
- Contract negotiation for and in behalf of corporate clients, contract review which includes analysis of the rights of parties, their available remedies in case of breach and their obligation under the contract.

- Client communication which includes oral presentations of available courses of action and its possible repercussions or preparation of letter/memorandum regarding their rights and remedies and letters explaining the status of their cases..

SCHOLASTICS

- Diploma in law - (University of Havana - Havana)