

ROBERT SMITH

Sr. General Counsel

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 10 years of experience General Counsel with management of outsourced litigation cases; created a SOP and key indicator checklists which increased the success rate for cases from 72% to 97% and saved costs in excess of \$1M.

CORE COMPETENCIES

Legal Research, LexisNexis, Westlaw, Microsoft Office.

PROFESSIONAL EXPERIENCE

Sr. General Counsel

ABC Corporation - January 2002 – August 2007

Key Deliverables:

- Oversaw pre-litigation disputes and ensured necessary documentation was maintained and procedures were followed to minimize company exposure.
- Reviewed, researched, strategically managed and resolved contractual disputes in arbitration, administrative proceedings and trial courts.
- Proposed, developed and implemented company handbooks and compliance educational programs to assure regulatory compliance.
- Advised senior management regarding the legal issues impacting the strategic plans of the company.
- Retained, managed and evaluated outside counsel for effectiveness and cost-efficiency.
- Provided counsel regarding human resources, employment, benefits and labor issues.
- Drafted and updated employment contracts, non-compete agreements and non-disclosure agreements.

General Counsel

ABC Corporation - January 1997 – January 2000

Key Deliverables:

- Provided counsel on immigration law, procedure, policy and business strategy to senior management, employees, vendors, outside law firms and third parties.
- Advised company on issues related to employment and immigration law and compliance.
- Negotiated, drafted and updated employment contracts, non-compete and non-disclosure agreements and vendor agreements.
- Processed H1-B, L-1 and TN visa petitions and related documentation to secure work based visas for foreign employees.
- Processed permanent residency applications and related documentation for foreign employees and their families.
- Joseph P.
- Villarosa, Esq.

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EDUCATION

- Juris Doctor - (Thomas M. Cooley Law School - Lansing, MI)