

Robert Smith

Managing Attorney-Consultant

PERSONAL STATEMENT

Accomplished Managing Attorney with significant experience in all areas of immigration and nationality law. Proficient in client interaction. Good interpersonal skills and the ability to communicate at all levels. Resourceful, optimistic, energetic and loyal. Ability to lead and motivate a wide range of people across all levels.

WORK EXPERIENCE

Managing Attorney-Consultant

Law Office Of Vi Nanthaveth, PLLC - November 2009 - May 2019

Responsibilities:

- Responsible for the overall management of the business and family immigration cases from intake to the final disposition.
- Advise institutional clients regarding their legal responsibilities in connection with their employment of foreign professionals.
- Emphasis on family-based petitions as well as temporary working visas (ex.H-1B, H-2A, H-2B, E-2, EB-5, L-1, TN, and P) and various immigrant categories.
- Deportation/Removal, and various appeals and motions.
- Recruited, hired, developed and retained outstanding legal staff and support staff.
- Resolved issues that raise broad client, claim and corporate implications.
- Delivered periodic performance evaluations.

Managing Attorney

ABC Corporation - 2008 - 2009

Responsibilities:

- The Hunoval Law Firm Charlotte, NC Litigated on behalf of a lender for complex contested foreclosure actions in State and Federal court.
- Regularly represented creditors in Bankruptcy Court in all three districts in North Carolina.
- Coordinated scheduling coverage for statewide foreclosure practice.
- Supervised a team of fifteen (15) employees in preparing motions, petitions, and orders for filing in contested and noncontested foreclosure matters in all 100 counties of NC.
- Examined title work for possible claims in all North Carolina foreclosures.
- Prepared and reviewed bids for foreclosure sales.
- Reviewed regulations and implemented procedures in accordance with all Freddie Mac, Fannie Mae, HUD/VA guidelines for the firms North Carolina practice.

Education

Diploma- (Secretary of Education Board)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Case Management, Leadership Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

