

# ROBERT SMITH

## Jr. Certified Paralegal

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### SUMMARY

Over 18 years as a legal assistant and paralegal with extensive experience in leadership, interpersonal and communication skills. Articulate on research; observance; listening skills and leveraging skills to delegate work with attention to detail, and the ability to work and communicate with diverse audiences.

### SKILLS

Microsoft Office, Administrative, Legal, Filing, Fax.

### WORK EXPERIENCE

#### Jr. Certified Paralegal

ABC Corporation - October 2004 – October 2015

- Prepare documents to assist lawyers.
- Execute daily operations of office administrative duties.
- Conduct research and interview clients.
- Handle other details in preparation for trial as requested by the attorney.
- Proficient in the use of various software packages including Microsoft Office, Adobe, Windows, and Tabs III billing.
- More than fifteen years of hands-on experience working as a paralegal and legal assistant.
- Extensive experience in personal injury and workers compensation law.

#### Certified Paralegal

Delta Corporation - 2001 – 2004

- Contract position working in the areas of real estate, oil and gas litigation (i.e., royalty disputes, contract disputes, injunctions, and surface .
- right of way acquisition, condemnations for pipeline companies, power companies and cities) and general civil litigation.
- Reported directly to 4 trial attorneys, including owner/managing partner with broad-ranged paralegal responsibilities Drafted pleadings and other .
- Work performed in the areas of general commercial litigation, oil and gas leases/litigation, condemnation, title policy claims, personal injury, .
- Reported to managing partner Drafted legal correspondence, pleadings and discovery Conducted client and witness interviews Prepared subpoenas and .
- Work performed primarily in the areas of insurance defense, general civil litigation, intellectual property, toxic torts, employment law, .
- Reported directly to managing partner with broad-ranged responsibilities that encompassed the timely and complex preparation of cases from on-set of .

## SCHOLASTICS

- MS in Criminal Justice - (Colorado Technical University Virtual Campus)