

ROBERT SMITH

Associate General Counsel - Full Time

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Phone: (0123)-456-789

SUMMARY

Client-focused Associate General Counsel with significant experience in transactional real estate. Adept at coordinating complex transactions. Detail-oriented and insightful with sound judgment and excellent written and verbal communication skills. Applies strong organizational abilities and resourcefulness to solve problems, create efficiencies and balance multiple projects simultaneously in fast-paced environments.

SKILLS

Westlaw, LEXIS, Microsoft Word, Excel, Outlook, Powerpoint & Corel WordPerfect.

WORK EXPERIENCE

Associate General Counsel - Full Time

ABC Corporation - 2013 – 2015

- Headed the closing function for the FHA Lending group.
- Hired and managed outside counsel to achieve the closing of all FHA-insured loans.
- Created internal protocols and agreements to smooth the closing process.
- Counseled underwriters, originators, and clients on legal requirements, and found creative solutions to address deal-specific issues.
- Revised all form engagement and financing agreements to address company needs and clarify expectations
- Key Accomplishments Spearheaded the closing of two stalled transactions under a tight deadline.
- Negotiated acceptable settlement of transaction ripe for litigation.
- Facilitated quicker closing of loans by spotting and addressing legal and logistical issues during the application phase.

Associate General Counsel

Tribal Lending Enterprise, Inc - 2009 – 2013

- One of three attorneys for a tribally-owned consumer finance company and its affiliates four lenders, a call center, and a marketing company.
- Ensure all entities are compliant with federal consumer protection laws and regulations including Truth in Lending Act, Fair Credit Reporting Act, Telephone Consumer Protection Act, Telemarketing Sales Rule, Fair Debt Collection Practices Act, and Gramm-Leach-Bliley Act.
- Review and negotiate agreements including service agreements, SaaS, NDA, payment processing, collection, and marketing.
- Approve marketing, scripts, and all other customer-facing materials for compliance with tribal and federal law.
- Perform legal research and memorialize findings for organization and tribal management.
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SCHOLASTICS

- Juris Doctor - 2008 (Case Western Reserve University School of Law - Cleveland, OH)