

# ROBERT SMITH

## Associate Counsel II

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### SUMMARY

Acquired MBA and additional corporate experience prior to attending law school. In-house and private practice transactions expert experienced in drafting and negotiating a broad.

### SKILLS

Consensus Building, Guidance Corporate Strategy.

### WORK EXPERIENCE

#### Associate Counsel II

ABC Corporation - 2009 – 2010

- Negotiated and drafted commercial and government contracts for a telecommunications technology company.
- Thrived as the primary in-house attorney responsible for developing, negotiating and drafting new and existing service agreements.
- Initiated, reviewed, and finalized all procurement contracts for the Corporate Information Systems department.
- Advised and counseled finance, marketing, administrative, security, and other departments.
- A recognized expert in international transactions and applicable rules, laws, and regulations.
- Emerged as a legal face and primary negotiator of TCS to one of the worlds five largest telecommunications equipment manufacturers.
- Negotiated sale of TCS products and services to leading.

#### Associate Counsel

ABC Corporation - 2004 – 2009

- Counseled claim analysts, supervising team leaders, and managers in all aspects of group life, disability, and dental claim adjudication, including training and claim process implementation to meet the requirements of ERISA and state law.
- Negotiating and drafting leases for sales offices, benefit centers, Third Party Administrator and building vendor contracts.
- Oversaw all trademark, patent, and copyright processes for Company as well as brand monitoring and protection.
- Privacy and fraud compliance.
- ERISA, COBRA support and training for claim and business areas.
- Real Estate/Commercial Leases - Drafted and negotiated with brokers and landlords commercial leasing agreements for sales offices and benefit centers across the country.
- Document Management/Records Retention - Responsible for implementing and overseeing Company records retention program in compliance with state and federal requirements, including Sarbanes-Oxley..

## SCHOLASTICS

- Juris Doctor - (GEORGETOWN UNIVERSITY LAW CENTER - Washington, DC)