

Robert Smith

Litigation Support Specialist

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SUMMARY

A highly organized and detail-oriented professional in administrative management with over 15 years of experience providing thorough and skillful both management and administrative support to senior level executives.

SKILLS

Concordance, Documatrix, Summation, IPro.

WORK EXPERIENCE

Litigation Support Specialist

FOX LAW OFFICE - October 2015 - 2020

- Handled litigation cases by and against company pertaining to damages ad declaratory relief actions.
- Resolved delinquent tax issues and assist in mediation, arbitration and settlement support.
- Assisted in preparing company witnesses for trials.
- Provided legal research services for pending suit files and facilitate legal training programs for technical staff.
- Prepared advisory notes on legal matter and offer reserve and payment solutions.
- Helped upper management make periodic revision in companys policy forms and draft letters.
- Maintained record of domestic and international subsidiaries and assist the executive team with formalities.

Litigation Support Specialist

Delta Corporation - 2010 - 2015

- Meet with attorneys and paralegals to determine requirements and case specifics Create new databases in Summation, Concordance, Sanction, and IPRO.
- Provided office support for paralegals and attorneys during depositions and trials; Managed document databases and document production; Worked on.
- Skills Used Used critical thinking skills to accomplish projects in a fast-paced office environment.
- Maintained all case files and research files for Chemical exposure/toxic tort litigation Summarized depositions Prepared case abstracts.
- Prepare small claims lawsuits and continue with follow up on the claims.
- Skills Used Typing, data entry, must be detail oriented.
- Provided technical support on all litigation support products that make up the suite of litigation system tools.

EDUCATION

MBA in Business Administration - 2011(Frostburg State University - Frostburg, MD)