

ROBERT SMITH

Jr. General Counsel

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SUMMARY

Seeking an opportunity to utilize diverse skill set in a corporate environment. Broad base of experience is transferable into many types of functions. Excel at problem solving, goal attainment, working in a team environment and project completion.

SKILLS

Insurance, Project Management, Process Improvement, Human Resources.

WORK EXPERIENCE

Jr. General Counsel

ABC Corporation - 2011 – 2012

- Held full general management authority for 325-employee community banks legal department operations.
- Managed outside counsel and supervised two junior attorneys, a paralegal and an assistant.
- Advised Board and executives on legal issues and risk exposure.
- Managed litigation, contract negotiations and drafting, NDAs and confidentiality agreements, indemnity, fraud, customer authorizations relating to depository accounts, risk mitigation and risk management.
- Consulted with HR and Regulatory/Compliance departments; drafted litigation exposure reports to FDIC, Federal Reserve and the Board.
- Served as corporate representative at trial involving claim against bank.
- Coordinated defense and settlement decisions with defense counsel and insurance claim handler.

General Counsel

ABC Corporation - 2007 – 2011

- Managed all legal and compliance matters for \$400 million advanced security products business, and employment matters; routine legal affairs of the business; US government contracting and regulatory matters including audits; and international government and commercial transactions.
- Drove sales growth through implementation of standardized legal processes to make most efficient use of limited legal and contract management resources, streamlining cross-functional contract review process, and empowering sales team.
- Developed and delivered government contracting essentials and compliance training, to all employees, together with business team.
- Maximized focus on contract requirements and ways compliance can improve efficiency and increase billing opportunities.
- Reviewed product development and draft marketing materials for regulatory and antitrust compliance.

- Oversaw export compliance program including training, company compliance, and discussions and interactions with government agencies Responsible for budget, hiring, and management of legal team, including temporary employees and outside counsel.
- Dotted line management of contracts and proposal group.

SCHOLASTICS

- Juris Doctor - (UNIVERSITY OF IOWA COLLEGE OF LAW - Iowa City, IA)