

# Document Review Attorney

## ROBERT SMITH

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### Objective

To gain experience and build a portfolio that introduces to all types of practice.

### Skills

Case Management, Relativity.

### Work Experience

#### Document Review Attorney

**ABC Corporation** - May 2014 - March 2015

- Conducted analysis review for each case file by identifying gaps and requesting the appropriate documents.
- Worked in software programs, such as Relativity, Excel, Word, and Adobe.
- Created, redacted, parsed, and coded various documents.
- Read documents carefully for identifying information, privilege, and responsiveness.
- Ran independent searches within Relativity to obtain specific documents.
- Assisted in the workflow of documents for the Financial Advisor repository.
- Coordinated, met, and discussed the project regularly with the team.

#### Document Review Attorney

**ABC Corporation** - 2010 - 2014

- Reviewed for privilege and responsiveness on behalf of drug and medical device companies.
- Coded by subject matter and performed first and second-level redactions to comply with HIPAA regulations.
- Applied U.S.
- patent law in complex medical device litigation during a four-month long project.
- Investigated kickbacks and fraud schemes against a pharmaceutical company, reviewed documents in antitrust litigation, and performed first and second-level review and some QC in a breach of fiduciary duty case..
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

Juris Doctor in Law - (Western Michigan University Thomas M. Cooley Law School - Lansing, MI)