

Counsel - Temp

ROBERT SMITH

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Objective

Prior work experience of five years as in-house legal counsel, involved primarily in drafting and managing contracts and providing legal advice on various legal issues. To be sincere and devoted to any work assigned and to fulfill every requirement of the organization where innovation, education, and sense of ownership are valued and encouraged.

Skills

Project Management, Process Improvement, Research, Written Communication, Oral Communication, Legal Research.

Work Experience

Counsel - Temp

ABC Corporation - October 2014 - November 2015

- Advised Business Units as state contact for foreclosure and bankruptcy questions and provides guidance on issues related to specific investor lending requirements
- Performed due diligence, contract/SLA review, and certification audits as part of the vendor management process.
- Aided preparation, administration, and compliance for licensing, state, and regulatory exams and provides legal support to implement corrective actions to examination findings.
- Collaborated with Business Units and Compliance on policy and procedure creation, review, and implementation of process-level improvements.
- Managed outside counsel, local counsel, and various vendor relationships.
- Monitored and reviewed websites of federal, state and local regulators to track updates, department rulings, interpretations, staff opinions, announcements and directives that impact or potentially impact any of the lines of business and communicate such matters to the appropriate department/personnel.
- Reviewed and analyzed such matters and their impact or potential impact on any lines of business and identify the departments impacted by such matters.

Counsel

ABC Corporation - 2010 - 2014

- Survey and identify the service needs of identified at-risk families, first-term service members and families, geographically separated, single parent and any other category of service eligible individuals identified as having special needs of available social services.
- Created Team Spouse positions.
- Develop standard procedures to improve interim information and response systems.
- Assess needs then accomplish missions through effective followed ups.
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Education

Juris Doctorate - August 2007(Thomas M. Cooley Law School - Lansing, MI)