

ROBERT SMITH

Senior Attorney III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Accomplished and diversified Fortune Contracts Attorney with significant experience reviewing, drafting, and negotiating a variety of complex domestic and international contracts.

CORE COMPETENCIES

Microsoft Office, Surveillance, Report Writing.

PROFESSIONAL EXPERIENCE

Senior Attorney III

New York City Human Resources Administration/Department Of Social Services - February 2001 – 2020

Key Deliverables:

- Analyze and assess legal documents, technical data, Medicaid and public assistance case files to determine the case settlement value.
- Negotiate and settle complex high-dollar Medicaid and public assistance liens asserted against the personal injury settlements.
- Process a high volume of case files on a weekly basis.
- Analyze and research legal issues and draft legal documents.
- Provide legal counsel and technical advice to Program Area in order to assist management in resolving complex legal questions.
- Coordinate and develop special work projects for Division Director.
- Attend and provide significant input in weekly meetings to develop the divisions best business practices.

Senior Attorney

ABC Corporation - 1997 – 2001

Key Deliverables:

- Responsible for reviewing, researching, analyzing and recommending outcome on claims coming before the Commission.
- Also charged with reviewing and drafting proposed legislation; drafting and getting approval of internal rules of Procedure; assisting in the process of approving and regulating companies and groups of companies seeking licenses to self insure their workers.
- Trained several different Commissioners who served during my time.
- Implemented rules and procedures which simplified the process of deciding cases; provided the majority of research and opinion drafting for the three Commissioner Board, giving them more time to devote to administrative matters and allowing them to decide more cases in a shorter period of time.
- Was fundamentally involved in the development and implementation of the Agencys imaging and document management system, working closely with outside contractors.

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- Successfully saved the agency several thousand dollars per year by completely changing the law library structure, including cancellation of several unneeded subscriptions and conversion of others to more favorable internet based access systems.
- Skills Used Analytical skills based on my extensive knowledge of the law and the Agency; interpersonal skills to assist injured workers, attorneys and insurance company representatives with questions regarding the law or particular claims; extensive computer.

EDUCATION

- - (New York State)