

ROBERT SMITH

Sr. Legal Specialist

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

SUMMARY

To secure a position in a corporate legal department which will challenge abilities and allow full use of educational skills.

CORE COMPETENCIES

MS Office, HP And Xerox Printer Repairs.

PROFESSIONAL EXPERIENCE

Sr. Legal Specialist

Sprint - May 2007 – 2020

Key Deliverables:

- Provided administrative support to corporate law department attorneys in their efforts to support company objectives.
- Provided high level secretarial and administrative support for multiple attorneys, at all levels, in the Carrier Operation and Telecom Management team, Regulatory, and Procurement team.
- Drafted and managed correspondence, proof read and revised legal documents.
- Prepared and organized documents for eDiscovery, gather and maintain documents for production, index and maintain opposing partys production.
- Performed legal research through PACER, Lexis, Westlaw, and Public Utilities websites Obtaining and organizing all case documents.
- Maintained case pleadings and correspondence on the appropriate shared drives and in CaseTrack.
- Managed caseload of over twelve hundred cases.

Legal Specialist

Delta Corporation - 2006 – 2007

Key Deliverables:

- Respond to civil and government subpoenas, and other regulatory inquiries issued by FINRA and SEC Review emails for privilege and specific search .
- Prepare legal documents to be filed with courts.
- Supervise and train up to twelve team members.
- Manage caseload of over twelve hundred cases.
- Making sounds decisions based on knowledge and superior judgment Reviewing documents and forms for completion and making sure all necessary .
- Daily communication with courts, sheriffs and court officers utilizing outbound/inbound calling, written, and other mean to secure balance of .
- Successfully promote superior service and exceptional customer satisfaction by promptly resolving issues and preventing escalation.

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EDUCATION

- Master of Arts in Paralegal Studies - (American Public University)