

# Robert Smith

## Asst. Document Review Attorney

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### SUMMARY

Document reviewers are most often attorneys, paralegals or litigation support personnel.

### SKILLS

Analytical Skills, Communication Skills.

### WORK EXPERIENCE

#### Asst. Document Review Attorney

ABC Corporation - May 2014 - March 2015

- Analyzed content to ensure documents fall within the scope of the discovery requests.
- Researched background and regulations related to cases at issue.
- Reviewed documents using various document review platforms, including Kroll and Relativity.
- Determined whether information is attorney/client privileged and create corresponding privilege log.
- Prepared clients cases for litigation by coding documents to respond to subpoenas.
- Oversaw quality control by reviewing the work of other attorneys.
- Assessed confidentiality of documents and redact necessary information.

#### Document Review Attorney

ABC Corporation - 2012 - 2014

- Reviewed and located targeted information within a data collection for privilege and relevancy issues during the discovery phase of litigation.
- Provided keen analysis on complex litigation issues with a focus on residential and commercial mortgage lending, securities regulations, gender discrimination, and intellectual property.
- Adapted to changes in protocol efficiently while maintaining productivity.
- Experienced in various review platforms including Relativity, Concordance, and Ringtail.
- Served as a quality assurance reviewer to re-review documents for accuracy and client satisfaction..
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### EDUCATION

Juris Doctorate - (New York Law School - New York, NY)