

ROBERT SMITH

Legal Counsel II

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SUMMARY

To secure a position with that offers challenges while applying experience and education to serve your organization and establish a long-term career relationship.

SKILLS

Outlook, Access, Project, Quick Book.

WORK EXPERIENCE

Legal Counsel II

Tides Network - June 2014 – 2020

- Advised six corporate entities in the Tides organization, including one foundation, two multi-tenant non-profit centers and a fiscal sponsor.
- Drafted, reviewed, and negotiated contracts, leases, and incoming and outgoing grants.
- Represented the organization in administrative conferences/hearings relating to employment and labor practices.
- Handled and counseled projects in contract disputes.
- Counseled in matters involving immigration, intellectual property, and employment.
- Supervised and coordinated all aspects of discovery, including e-discovery, and coordination with company witnesses and record custodians.
- Managed insurance program, including claims tracking and renewal process.

Legal Counsel

ABC Corporation - 2013 – 2014

- Olatunde Adejuyigbe & Co.
- Lagos, Nigeria February 2004 - June 2005 Interviewed clients regarding civil and criminal litigation and other legal issues Prepared legal briefs/documents, i.e.
- pleadings, claims, defenses, various motions, responses, memorandum of understanding, contracts and agreements, Articles of incorporation etc.
- Interviewed clients for preparation of trial, compilation and preparation of both documentary and physical evidences as exhibits during trial.
- Filed cases in the various court registries in Lagos, Ogun and adjoining states Represented clients in court in both civil and criminal cases in various states nationwide Registration of enterprises, legal instruments, and incorporation of companies Extensive legal researches, reviews of legal articles, judicial precedents/decisions.
- Coordinated assignment of briefs and cases to junior counsels in law firms Conducted mediation and reconciliation meetings between clients and opposing parties, etc.
- Languages, Fluent in English Ishan Yoruba.

SCHOLASTICS

- Juris Doctor - (UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW)