

ROBERT SMITH

Senior Attorney II

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Negotiating a variety of complex domestic and international contracts, with both government and commercial entities. Proficient in the areas of technology and telecommunications.

EXPERIENCE

Senior Attorney II

ABC Corporation - DECEMBER 2013 - OCTOBER 2014

- A consulting firm providing seasoned attorneys to help General Counsels and companies solve business problems.
- Global fuel logistics company principally engaged in the marketing, sale, and distribution of aviation, marine, and land fuel and related products and services.
- Position requires reviewing, drafting and negotiating a high volume of international contracts and agreements for the Aviation division.
- Manage, review, draft and negotiate a multitude of international sales, service, vendor, reseller, supply, distribution, a third party.
- Limit company liability while maintaining favorable and congenial business relationships.
- Review the terms and conditions of credit applications.
- Manage debt collection licensing for foreign company clients.

Senior Attorney

ABC Corporation - 2009 - 2013

- 9/2014 - 9/2015 Reviewed phone inquiries to determine if legal action was warranted.
- Presented potential legal cases to Senior Attorney.
- Handled high call volume at front desk assisting clients.
- Filed legal paperwork.
- Oversaw scheduling of conference rooms.
- Received mail and distributed accordingly.
- Maintained office reception area..

EDUCATION

- JD in Law - 1996(Nova Southeast University - Davie, FL)

SKILLS

Westlaw, Lexis, Microsoft Word, Wordperfect, Excel.