

ROBERT SMITH

Junior Counsel

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

SUMMARY

Licensed Junior Counsel with four years combined legal experience that includes practice in foreclosures, commercial contracts, and management of a caseload with complex commercial matters. Experience with several legal databases and software. Skilled at managing and organizing a high volume caseload, heavily contested litigation matters, and burdensome discovery request.

CORE COMPETENCIES

Project Management, Process Improvement, Research

PROFESSIONAL EXPERIENCE

Junior Counsel

ABC Corporation - September 2007 – March 2010

Key Deliverables:

- Reviewed and analyzed contracts for a multinational corporation and made reports and recommendations to officers of the company
- Drafted pleadings, confidentiality, non-compete, licensing, and settlement agreements, achieving optimal results.
- Performed meticulous legal research, engaged in strategic planning, and managed a computerized system for a complex commercial trial ultimately resolving it after almost a decade in court.
- Converted the legal departments confidential records to an electronic document management system on the companys network, which organized and archived legal records going back twenty years.
- Published a comprehensive employee regulation and benefits package, which led to more effective company guidelines.
- Executed compliance requirements improving the companys management efficiency.
- Reviewed and negotiated commercial banking agreements, retainer agreements, vendor contracts, and renegotiated a telecommunication contract saving the company forty percent (40%) for the next three years.

Counsel

ABC Corporation - 2005 – 2007

Key Deliverables:

- Negotiated and drafted commercial real estate documents including office leases, retail leases, & Right of Entry Agreements.
- Developed Lease Abstracts. Litigated commercial disputes.
- Advise clients on FLSA Overtime Claims, Payroll Fraud, and Employee Misclassification.
- Help Employers distinguish employees from Independent Contractors.
- Advise clients on ADA, FLSA, and other regulatory matters.

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EDUCATION

- BS in Spanish Foreign Language - 2004 (Miami Dade College, School of Community Education - Miami, FL)