

# Litigation Legal Assistant

## ROBERT SMITH

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### Objective

Ten years of complex litigation experience in private practice and litigating for various government agencies. Participated in complex investigations and litigation. Proven experience to quickly and efficiently incorporate advanced analytical research methods to summarize laws, rules, and regulations as they apply to factual matters.

### Skills

Microsoft Office: Word, Excel, PowerPoint, Note, Outlook. Concordance, Relativity.

### Work Experience

#### Litigation Legal Assistant

**ABC Corporation** - 2002 - 2004

- Worked on Enron litigation, sports, and alternative dispute resolution cases.
- Researched local rules, conducted docket searches and located unpublished court opinions.
- Coordinated large-scale review and production of documents to governmental agencies and opposing counsel.
- Organized materials to be used during depositions.
- Assisted associates in preparing arguments and materials for a dispute resolution matter argued in front of the Court of Arbitration for Sport.
- Coordinated with IT to organize over 1 billion pages of production documents, conducted complex searches, and developed problem-solving techniques for discovery databases.
- Prepare Discovery binders and witness files for upcoming cases going to trial.

#### Litigation Legal Assistant

**Sedgwick LLP** - 1999 - 2002

- Created 2015 Pro Bono Opportunities presentation that was distributed throughout entire Chicago office and recognized firm wide for creativity, supporting the mission statement of the firm and thorough research.
- Revised and Refined Ethics, Privilege and Confidentiality in Insurance Coverage; Ongoing Operations; and several Business Development Power Point presentations for various partners in firm.
- Updated Invoice Service Provider Internal Tracking Sheet; Track payments received and balance outstanding funds in excess of 1 million dollars.
- Research invoices for errors; Notify attorney of duplicative charges and send suggested payment to third party counsel.
- Support seven attorneys in Construction Defect and Insurance Claim Matters, by fact-checking policies for errors.
- Prepare Discovery binders and witness files for upcoming cases going to trial.
- Update pleadings and correspondence to document management Filesite..

## Education

Juris Doctor - (Emory University School of Law - Atlanta, GA)