

ROBERT SMITH

Lead Document Review Attorney

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SUMMARY

Document reviewers (also known as document review specialists) are trained legal professionals who examine documents relevant to pending litigation.

CORE COMPETENCIES

Decision Making Skills, Technical Skills.

PROFESSIONAL EXPERIENCE

Lead Document Review Attorney

ABC Corporation - July 2011 – December 2013

Key Deliverables:

- Directed Analytics and Production related workflow for team members.
- Managed and trained team on search term analysis/revision workflow.
- Ran final search terms across data sets for export and creation of review populations.
- Searched and culled Not Responsive documents from potential review sets.
- Utilized Advanced Analytics Tools (words/phrases, concept clusters) to prioritize documents for review.
- Created searches to identify documents for deposition preparation.
- Prepped post-review documents for production; ran tagging logic searches.

Document Review Attorney

ABC Corporation - 2007 – 2011

Key Deliverables:

- 28202 (704) 247-9540 This is an on-going project using Relativity software to code and redact text and media and to suppress meta-data in materials related to multiple medical-product-liability cases filed in several jurisdictions, foreign and domestic.
- The project ramps up and down and I have served in three iterations.
- My duties include first pass review and Quality Control ("QC") i.e. examination and correction of reviewed documents, in compliance with a multi-layered and highly nuanced protocol.
- Managing Attorney Information Release Department Texas Workforce Commission 101 East 15th St., Austin, Texas 78778-0001 Phone (512) 463-2222 I served as the agency's designated Open Records Officer and its subject matter expert on public disclosure.
- Oversaw and managed the records release function of this agency; advised senior management on specific and general matters regarding document disclosure law; trained a staff of 4 employees tasked with collecting requested information and processing requests.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

J.D. - (UCLA School of Law - Los Angeles, CA)

