

# ROBERT SMITH

## Sr. Special Counsel

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

---

### SUMMARY

A paralegal with over fifteen years experience across several areas of law, including Real Estate, Mergers & Acquisitions, SEC, UCC, and Health Care.

### CORE COMPETENCIES

Witness Preparation, E-discovery, Depositions, Legal Research.

### PROFESSIONAL EXPERIENCE

#### Sr. Special Counsel

##### ABC Corporation - 2000 – 2013

###### Key Deliverables:

- Advisee clients regarding state and federal agency procedure, land use, and water quality matters.
- Appellate practice before the Colorado Supreme Court regarding change of water right issues.
- Organized lawsuit with 600 plaintiffs to seek financial recovery from fraudulent business opportunity franchiser.
- Developed child sexual abuse litigation expertise; and Won substantial settlements to reimburse victims of business opportunity scam.
- Reviewed and revised contracts including various vendor agreements, a regional pharmacy services agreement, a regional hospice services, and .
- Attorney Performed work for Bloomberg via Special Counsel.
- Researched case law, updated securities laws, interpreted case rulings.

#### Special Counsel

##### Delta Corporation - 2007 – 2012

###### Key Deliverables:

- Pharmaceutical/Patent Reviewed documents for privilege, redactions and responsiveness as part of discovery compliance in complex litigation and .
- Performed quality control.
- SPECIAL COUNSEL New York, New York Document Review/Litigation Consultant /Contract Attorney October 2010 - December 2010 Software Lextranet Client .
- Review and analyze documents in preparation for compliance with HIPAA by determining relevance, privilege and breach of contract..
- Performing document review, redactions and QC and privilege logging of documents in English, German and Spanish.
- FCPA anti-bribery and accounting compliance review Other cases included pharmaceutical liability, IP (trademark and patent), and contract claims .

# ROBERT SMITH

## Sr. Special Counsel

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

---

- Case Assistant Daily update of pleading clips as needed Create discovery and client document tracking spreadsheets Update daily correspondence .

### EDUCATION

J.D. - (University of Denver College of Law - Denver, CO)

