

ROBERT SMITH

Assistant General Counsel/Corporate

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

SUMMARY

Collaborating with key internal clients to help identify and drive process improvements, develop templates and self-service systems and tools, and risk mitigation strategies and practices.

CORE COMPETENCIES

Microsoft, Relativity, Concordance.

PROFESSIONAL EXPERIENCE

Assistant General Counsel/Corporate Control4 Corporation (CTRL) - 2010 – 2020

Key Deliverables:

- Managed all legal and compliance functions supporting growing technology company.
- Successfully prepared the company for an initial public offering, raising \$64 million.
- Worked with executives to plan the initial organization meeting with bankers.
- Drafted and filed the S-1, including amendments, related filings and responses to SEC comment letters.
- Collected and prepared responses to diligence from underwriters counsel.
- Managed internal and external shareholder and market communications during quiet period.
- Drafted and reviewed required SEC filings, including 8K, 10Q, 10K and Proxy Statement.

Assistant General Counsel Delta Corporation - 2011 – 2013

Key Deliverables:

- Parent company of ABX Air.
- Includes 3 airlines, an aircraft lease company (both dry and wet leasing), a refueler and a maintenance and repair organization.
- Responsible for handling litigation in all stages, including appearing at hearings and drafting motions, answers, and briefs.
- Served as risk manager for over twenty-five residential apartment complexes with over two thousand units by ensuring compliance with state and .
- Oversaw legal staff, property managers, and maintenance crews to minimize potential legal exposure while increasing resident satisfaction.
- responsible for legal, human resource and regulatory departments of parent company and four subsidiaries directly handled all legal department .

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- Represented the State of Tennessee in the TennCare disenrollment process
Gained experience working with economically disadvantaged clients.

EDUCATION

BS- (ACC Corporate Counsel University)

