

# ROBERT SMITH

## Asst. Legal Extern

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Specialties Includes: Energy, Oil and Gas, Title, Transactions, Due Diligence, Litigation, and Natural Resources., Real Estate, Business Law, Commercial Transactions, Landlord-Tenant Law, Debtor-Creditor Rights.

### **JUNE 2013 - AUGUST 2013**

#### **ASST. LEGAL EXTERN - ABC CORPORATION**

- Researched issues about business growth, marketing new products, and forming partnerships.
- Drafted memoranda on providing insurance and on gaining church/pastor endorsement.
- Prepared plain English guide on the tax exemption requirements.
- Drafted liability waivers for events.
- Planned a guardianship seminar.
- Drew up a disclosure statement and a Minnesota guardianship form.
- Advised marketing department about legal content for blogs.

### **2008 - 2013**

#### **LEGAL EXTERN - DELTA CORPORATION**

- Attended hearings involving adoptions, guardianships, insolvencies, wrongful death settlements, and trusts.
- Participated in pre-trial meetings with the magistrate or judge, attorneys, and clients.
- Analyzed cases, compiled case law reviews, and wrote memoranda.
- Conducted legal research and drafted memoranda regarding legal issues pertaining to public utility regulation.
- Attended meetings with Commission lawyers, both internal, with employees from other departments within the Commission, and external, with .
- FOREIGN LANGUAGE Proficiently speak, read, and write Spanish.
- Conducted initial client interviews in order to identify legal issues and facts in criminal misdemeanor cases.

## **EDUCATION**

Bachelor's in Arts - 2012(University of Minnesota Law School - Minneapolis, MN)

## **SKILLS**

Litigation, Legal Research, Auditing, Environmental Law.