

# Robert Smith

## Document Review Attorney I

### PERSONAL STATEMENT

Ability to adapt to the needs of the firm and simultaneously perform in the Legal, Accounting, and Management fields.

### WORK EXPERIENCE

#### **Document Review Attorney I**

**ABC Corporation - June 2015 - September 2015**

##### *Responsibilities:*

- Contracted by Robert Half Legal to engage in a document review project.
- Reviewed documents for privilege and relevancy to the case at issue.
- Prepared attorney notes regarding the documents.
- Summarized the documents contents in support of the Clients litigation.
- Classified documents into different categories depending on their relevance and according to designated protocols.
- Prepared an Excel review spreadsheet that was able to go over the projects massive and complex Excel spreadsheets.
- Distributed among the team, was well-received by all the members, and praised by management.

#### **DOCUMENT REVIEW ATTORNEY**

**ABC Corporation - 2013 - 2015**

##### *Responsibilities:*

- Contract Deliver high quality and error-free document review services to clients coming in before deadline and under budget.
- Author documents for pending litigation and discovery.
- Ensure work quality of other attorneys prior to delivery to the client.
- Perform quality assessment of work completed by other reviewers.
- Review through documents of all sorts, such as memoranda, email, and other work related documents to identify relevancy of the document to the case.
- Make preparations for pending litigation; render efficient support in compiling and identifying vital documents for attorney-client privilege.
- Apply litigation protocols to successfully create and refine appropriate legal strategy for discovery, investigation, and handling trial and hearing of cases or matters..

### Education

Juris Doctor - (University of Minnesota Law School)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Contract drafting,  
Management,  
Negotiation.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)