

# ROBERT SMITH

## Assistant Legal Specialist

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

Offer progressive experience in Legal Support with a strong business acme. Consult with corporate management regarding strategic planning and in leading the organization in driving company objective. Effectively define, develop and implement goals as a strategy to maximize operational productivity, efficiency and profitability.

**JUNE 2015 - 2020**

### **ASSISTANT LEGAL SPECIALIST - ENCORE CAPITAL GROUP**

- Worked as a legal specialist in suits and collections for the state of Florida.
- Worked closely with the head attorneys and paralegals regarding collection accounts.
- Managed 300 plus suit accounts.
- Worked many different queues of the suit process, starting with pre-suit and ending with judgment.
- Courted correspondence on a daily basis.
- Received complaints back from court judge.
- Experienced with troubleshooting errors within suits and collection accounts.

**2011 - 2015**

### **LEGAL SPECIALIST - DELTA CORPORATION**

- Investigated citizens that committed unemployment benefit frauds and pressed charges against them.
- Worked with JAG lawyers handling military legal matters.
- Writing and review of Foreign Exchange currency contracts, Stock market, derivatives and investment agreements.
- Translation of legal documents., Registration of powers of attorney before a Public Notary.
- Review of contracts with national and foreign financial institutions.
- In charge of all legal and business work for a company that includes an iOS application and website Solely handled the entire incorporation of the .
- Stamford, CT Daymon is a global company providing private brand development, product sourcing, retail merchandising services and consumer experience .

## **EDUCATION**

Bachelor Of Science In Business Administration - (University Of Phoenix - Southfield, MI)

## **SKILLS**

Customer Service, Proofreading, Data Entry, Team Player, Organization, Microsoft Office.