

ROBERT SMITH

Legal Consultant

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

SUMMARY

Enthusiastic, self-starting JD and communications professional seeking to apply strong business acumen, creativity and problem solving skills to an established, team-oriented organization.

CORE COMPETENCIES

Legal Research, Investigative Research.

PROFESSIONAL EXPERIENCE

Legal Consultant

Medical - November 1995 – 2020

Key Deliverables:

- Researched, drafted, and edited various legal documents for a small law firm specializing in civil litigation.
- Assisted attorneys with legal discovery and preparation of case files for trial or another legal proceeding.
- Performed various research tasks utilizing WestlawNext or other legal database sources.
- Prepared and edited various legal correspondence and documents.
- Established and maintain the office filing system for attorney case files and documents.
- Responsible for electronic filing of various legal pleadings and motions via Florida Courts E-filing Portal.
- Responsible for client and potential client contact Various other receptionist duties.

Legal Consultant

ABC Corporation - 1990 – 1995

Key Deliverables:

- Worked within Court Order Compliance group, analyzing Court Orders, Search Warrants and Perseveration request to find out what was being requested and determining if the legal process allowed for the release of this information.
- Inputted the requested data into the computer to be sent to a Legal Analyst to pull the information.
- Faxed or emailed Agencies when their legal documents were missing information, if there was something wrong with the document or if it was not related to the company.
- Filed physical paper files, and made new folders for future paper files.
- Scanned and uploaded paper records to computer system.
- Assisted Analysts with processing basic legal requests.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Arts in Liberal Studies - January 2013(Florida International University - Miami, FL)

