

# Robert Smith

## Associate Counsel/Director

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## SUMMARY

Highly skilled and motivated attorney with ten years of combined transactional and litigation experience. Exceptional negotiation, organization, time management, problem solving.

## SKILLS

Management Skills, Hard Working.

## WORK EXPERIENCE

### Associate Counsel/Director

ABC Corporation - 1991 - 1995

- Serve as in-house legal counsel for large, multinational banking and financial services firm.
- Manage quality control and compliance for the firms pending consumer banking litigation, in order to minimize legal exposure and regulatory risk.
- Design and implement quality control (QC) policies and procedures governing the execution of sworn documents.
- Review discovery and other sworn documents to ensure compliance with all department and firm-wide directives.
- Make recommendations to case managers and outside legal counsel on discovery response and case strategy.
- Track and provide case reporting information to legal management.
- Guide Discovery Response Team in consistently exceeding QC reporting benchmarks.

### Associate Counsel

ABC Corporation - 1986 - 1991

- Wore many hats as advisor to executives and others for life insurance and third party administrator business.
- Advised, trained, and developed proactive policies for customer care and claims departments.
- Primary attorney for \$500M investment portfolio; reviewed and approved commercial mortgages, drafted deeds, leases, and assignments, and completed convoluted \$50M+ loan transfer.
- Served as FRCP 30(b)(6) deponent; managed disputes, mediation and litigation related to investments, securities violations, insurance claims, real estate, and general tort and contract claims.
- Conducted due diligence, filed FTC forms, and provided advice related to \$78M acquisition of life insurer.
- Responded to regulators, prepared SEC filings, and drafted materials for the board of directors as needed.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

Juris Doctor - 2002(New England School of Law - Boston, MA)