

General Counsel

ROBERT SMITH

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Objective

Dynamic business attorney and senior executive with 25 years of experience, including nearly 20 years in the sports and entertainment industry. Stints at large international law firm, small law firm and in-house, five plus years as a company president and seven plus years as a legal and operational consultant.

Skills

Law, Clerk.

Work Experience

General Counsel

YAI - June 2016 - 2019

- Report to the CEO and work collaboratively with other members of executive leadership.
- Advise and coordinate with management personnel, government agencies and outside counsel on all legal issues impacting YAI.
- Provide strategic counsel to ensure that YAI has the appropriate controls, policies, procedures, and systems in place to manage its legal risks.
- Provide legal advice to YAI Board, Board Chair and Board Committees.
- Attend and record minutes for Board meetings and Board Committee meetings.
- Advice on and oversee compliance with all applicable not-for-profit-laws and implement not-for-profit best practices in coordination with executive leadership.
- Conducted legal research for staff attorneys and made recommendations on all areas of university policy.

GENERAL COUNSEL

ABC Corporation - 2011 - 2016

- Provided legal advice to Commissioners, executive management, and staff concerning the Public Utility Regulatory Act, the Texas Public Information Act, the Texas Open Meetings Act, state and federal contracting statutes, statutes relating to ethics and standards of conduct, and state and federal employment statutes.
- Drafted and prepared over 35 RFPs and contracts valued at over \$98,778,000.
- Responsible for responding to EEOC and Texas Civil Rights Division complaints, including all research, preparation of affidavits and other supporting documents, and narrative response.
- Coordinated with the Office of the Attorney General concerning agency litigation, including research and analysis of legal issues and preparation of affidavits and other documents.
- Conducted and directed legal research on questions presented by Commissioners, executive management, and staff.
- Prepared documents such as memoranda and legislative bill analyses.
- Supervised one attorney and one program specialist in responding to PIA requests, including overseeing timeliness of responses and appropriate correspondence with the OAG, requesters, and the public..

Education

Juris Doctorate - (IIT CHICAGO - KENT COLLEGE OF LAW - Chicago, IL)