

ROBERT SMITH

Assistant Special Counsel I

info@qwikresume.com | <https://Qwikresume.com>

Highly accomplished attorney with strong analytical, writing, and decision-making skills. Ability to quickly identify, understand, and address wide range of legal issues impacting business operations. Diverse background includes top law firm and significant in-house counsel experience, as well as adjunct law professor teaching experience in core business law subjects including Business and Tax Planning, Corporate Governance, Employment/HR, Advertising/Marketing, Regulatory Compliance, Tax-Exempt Organizations, and Intellectual Property.

2009 - 2012

ASSISTANT SPECIAL COUNSEL I - ABC CORPORATION

- Negotiated, drafted and reviewed company agreements, including purchase & sale, joint venture, revenue-sharing, commercial leasing, marketing, media, workforce, confidentiality and non-disclosure, and intellectual property, including complex licensing and royalty agreement with Donald J.
- Reviewed and revised product and service offerings, sales presentations, sales forms, and multi-media advertising campaigns and materials (digital, print, television, and radio).
- Advised on business and tax planning, including choice-of-entity issues, state and local business licensing and registrations, and federal income tax audit and appeal proceedings, including successful appeal and settlement of IRS audit relating to proper tax method of accounting.
- Responded to and resolved inquiries and document requests from FTC, FCC, State Attorneys General, BBB, and other consumer protection authorities.
- Handled Title VII, ADA, ADEA, FMLA, FLSA, OSHA, and USERRA matters, including investigation and resolution of wage/benefits disputes, discrimination claims, EEOC charges, and breach of contract claims.
- Worked with outside counsel for special litigation and regulatory matters.
- Provided contract review and consultation services for over 100+ facilities within a Sparks, Maryland-based long-term healthcare network.

2007 - 2012

SPECIAL COUNSEL - DELTA CORPORATION

- Provided primary support for the preparation, filing, review and organization of case documents to 12 founding partners of new corporate law firm .
- Various projects involving the analysis and categorization of documents for production.
- Document Review Attorney at Ballard Spahr.
- Reviewed and coded documents into Relativity.
- Analyzed complex mortgage documents.

- Recruited as Special Counsel for law firm.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

J.D. in Law - (Vermont Law School - S Royalton, VT)

SKILLS

Microsoft, Non-manager, Legal Secretary.