**Bob K. Smith**

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Manchester,

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**Objective**

Attorney focused on providing outstanding legal assistance and counsel in a corporate setting.

**Qualifications Summary**

* Negotiation skills to set up legal transactions/settlements and ensure the organization's interests are represented.
* Outstanding arbitration and counseling skills
* Effectively interact with both internal and external contacts
* Coordinate legal activities and formulate contracts and policy recommendations
* Draft documents, make recommendations and communicate with both internal and external customers.

**Education**

Manchester University Law School

* Juris Doctor (May 2000)

University of Manchester

* Bachelor of Science in Government (May 1994)

**Work Experience**

*Attorney:* Dec. 2003 - Present, Made up company

* Provide professional legal assistance, advice and counsel to corporate management regarding legal rights, obligations and privileges of corporations to enhance the internal decision-making process and ensure adequate protection of the Company's legal rights, interests and objectives.
* Study constitution, statutes, decisions and ordinances of judicial bodies.
* Prepare and present project proposals and negotiate with federal and state agencies to achieve program goals.
* Prepare legal memorandum on litigation issues.

*Attorney:* May 2000 - Dec. 2003, Made up company

* Drew up contracts involving leases, licenses, purchases, sales, real estate, employment,insurance and other matters.
* Examined legal data to determine advisability of defending lawsuits.
* Negotiated complex legal contracts and transactions.
* Prepared, filed and prosecuted patent, trademark, and copyright applications personally and via outside counsel.
* Rendered legal advice on protection of intellectual property rights in inventions and in products/services.
* Reviewed organizational documents and prepared and examined contracts which involved government grants, leases, licenses, purchases, sales, insurance, and/or easements.

**Languages**

Fluent in Spanish and English