

ROBERT SMITH

Junior Associate III

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

SUMMARY

A government relations professional with nuanced knowledge of advocacy, lobbying, think tanks, and the mechanics of the legislative process. Offering both Congressional and private sector perspectives, operate with a hands-on, results-oriented approach in governmental affairs.

CORE COMPETENCIES

Microsoft Office: Excel, Word, Access, Powerpoint, Media Player, Relativity, Concordance, Adobe Acrobat, Word Perfect.

PROFESSIONAL EXPERIENCE

Junior Associate III

ABC Corporation - October 2014 – February 2016

Key Deliverables:

- Educated young dancers and skaters on the proper wear and care of their respective sports footwear.
- Provided legal guidance regarding corporate, nonprofit, and cooperative association governance issues in Virginia, Maryland and in D.C.
- Investigated potential trademark infringers and enforced trademarks.
- Negotiated and drafted contracts and license use agreements for nonprofits.
- Drafted and filed motions.
- Advised nonprofits on cyber security matters.
- Utilized Concordance to perform extensive document review.

Junior Associate

Delta Corporation - 2013 – 2014

Key Deliverables:

- Administrative, clerical, and secretarial duties Personal assistant duties to the CEO (Jay Abraham) and CFO (Spike Humor).
- The "right-hand" man Customer service responsibilities including maintaining positive client relationships Sold various specialized business growth .
- Lived in Bangalore, India for 6 months for job training in big data analysis, where I gained valuable skills in programming, worked in mock projects, .
- Posted in Austin, TX since March 2016, where my client is Dell, a large technology company.
- Am part of a team that utilizes data-driven web analytics to improve the clients support website.
- Coordinated with a team of lobbyists in managing the caseload of more than forty associations/organizations seeking representation at the federal .
- Researched active legislation as well as analyzed regulatory issues of prudence to clients interests.

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EDUCATION

- J.D. - (University of Baltimore School of Law)