

# ROBERT SMITH

## Junior Associate II

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### SUMMARY

Paralegal familiar with investigation techniques for civil, criminal and transactional cases. Employs excellent research skills in a diverse range of legal research databases. Team member who is comfortable leading, collaborating and facilitating communication. Excellent analytic and communication skills. Empathetic Paralegal talented at easing tensions among team members, department heads and opposing sides of the table. Exceptional negotiation and conflict resolution skills.

### SKILLS

Customer Service, Sales, Administrative.

### WORK EXPERIENCE

#### Junior Associate II

Levy Law LLC - October 2015 – 2020

- Advocated for clients to Congressional offices, the Executive Branch, trade associations, etc.
- Facilitated incorporation process on behalf of a nonprofit and drafted bylaws.
- Provided guidance to nonprofit on governance issues.
- Performed an internal investigation in response to request for information from the Department of Agriculture.
- Responsible for offering excellent analytical and problem solving skills.
- Detail-oriented Certified Paralegal, with a demonstrated commitment to excellence, ethical processing and client confidentiality.
- Maintained good client relationships.

#### Junior Associate

Delta Corporation - 2014 – 2015

- Drafted and prosecuted multiple high value patent portfolios across a broad spectrum of technologies.
- Conducted client interviews and represented clients with little to no supervision Steered research on a contract negotiation associated with a .
- Spreadsheets, Scanning, Client Research, Misc.
- University Park, PA Fundraising Division January 2009- June 2010 Led a team of 8 to solicit local restaurant discount deals for coupon fundraises .
- Provided customer service to fans throughout the season Created a list of prospective ticket buyers for 2016 season Planned and executed Best of the .
- Direct a four-person team of offshore Data Scientists to bring fresh and timely data-driven results to stakeholders Advance understanding of how to .
- Responsible for generating sales leads for Loan Officers through the cold calling process.

## SCHOLASTICS

- Associate of Science in Law - (Lansdale School of Business - North Wales, PA)