

Robert Smith

Junior Associate/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

Energetic and dedicated individual with strong communication skills Proven history of out performing job description Leadership skills refined through seminars and meetings.

SKILLS

Microsoft Office, Java
Programming, C
Programming, SQL, R,
SAS, Matlab.

WORK EXPERIENCE

Junior Associate/Coordinator

ABC Corporation - December 2014 - June 2015

Responsibilities:

- Exposed to multinational agreements Landed my first relatively "Big" client at the .
- Helped to apply for a trademark in U.S.
- Drafted a motion to dismiss for a client located in Virginia.
- Helped reach a settlement and collaboration agreement.
- Assisted in defending a large pharmaceutical company during an international anti-bribery investigation from PRC government.
- Developed reports for Invoice, Dunning, GL & User administration processes.
- Modified Standard SAP Screens using BDT.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Junior Associate

Delta Corporation - 2009 - 2014

Responsibilities:

- Analyzed, underwrote, and originated deals in commercial real estate Worked directly with EB-5 funding as well as single-tenant NNN lease funding .
- General practice of law; prior to that, law clerk while preparing for the Pennsylvania bar.
- Key Accounts Honda and Acura Planned and executed over 30 digital multicultural campaigns Successfully developed and executed strategic plans, and .
- Promote sales and brand awareness through various marketing materials Perform market analysis to provide outstanding tenant representation Develop .
- Telemarketing, Data Entry, Errands Organized and ran a variety of errands for clients which include;House-sitting, personal assistant Invoicing, .
- Reception and Office Management Training.
- Assist associate assigned to the case with negotiating all resolutions with the Internal Revenue Service Transcribe all correspondence with the State .

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

B.A. in Government - (University of Texas at Austin - Austin, TX)

