

ROBERT SMITH

Junior Associate/Specialist

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

SUMMARY

To obtain a challenging position that will utilize my sales background, managerial and leadership experience, creativity, and further my abilities as a solutions provider, 10+ years progressive sales and management experience. Received excellent reviews on yearly sales and management performance evaluations.

CORE COMPETENCIES

Operations, Customer Service, Sales, Internal Controls, Human Resources, Marketing.

PROFESSIONAL EXPERIENCE

Junior Associate/Specialist

ABC Corporation - November 2005 – October 2007

Key Deliverables:

- Oversaw a multimillion dollar pre-roll campaign, trafficking video units across 200+ sites globally, expanding into 9 countries.
- Provided monthly reporting to CEO, tracking business booked vs delivered, growth, and various revenues converted to USD.
- Authored technical reports and conducted in-depth research Supervised monitoring of physical labor on construction sites for archaeological artifacts .
- Provided assistance in contract area of corporate department.
- Reviewed and drafted civil and commercial contracts for clients who were companies involved in fields such as industry, construction and forestry.
- Managed and maintained of water rights of clients, prepare legal documentation and proceedings at Real Estate Registrar and State institutions.
- Advised nearly 200 private and public limited companies in arriving at compliance solutions and ensuring corporate law compliance.

Junior Associate

Delta Corporation - 2003 – 2005

Key Deliverables:

- Filing, documentation, periodic compliance, appearance before Company law court and liaising with authorities on behalf of clients Audits and due diligence of companies under company law and securities law.
- Drafting various documents namely incorporation documents, minutes of board and shareholders meeting, letters to government organizations and boards, applications and petitions to Company law court.
- Maintenance of company records and registers.
- Compliance of Foreign Exchange and securities laws for directors and shareholders of private companies.
- Trained and monitored a team of eight interns.

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- Developed, drafted and compiled monthly newsletter directed towards clients, directors, professionals and students which included updates of company law amendments, case laws and short articles.
- Conducted workshops for directors, V.Ps, senior managers and compliance professionals of various corporates.

EDUCATION

Masters of Laws in Intellectual Property Law - January 2008(Benjamin N. Cardozo School of Law, Yeshiva University - New York, NY)

