Robert Smith

Legal Advisor/Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Proficient with internet research and legal research software. Ability to review complex written documents, draw conclusions, and make connections among legal authorities. In-depth knowledge of local, state, and federal court systems.

WORK EXPERIENCE

Legal Advisor/Assistant

ABC Corporation - May 2008 – April 2011

Responsibilities:

- Provided legal advice to the head of the legal services Provide support to a wide variety of services.
- Reviewed client contracts Draft and prepare commercial contracts such as sales and purchase agreements and supply agreements.
- Reviewed legal contracts, and provide consultation feedback.
- Assured the business to comply with all legal requirements and managing both internal and external legal resources.
- Filed and kept record of legal documents for management personnel.
- Driven meetings with clients representatives and key company personal to explain contract procedures and guidelines.
- Recommended to senior management appropriate contract types, forms and briefs.

Legal Advisor

Delta Corporation - 2004 – 2008

Responsibilities:

- Private law advisor in human rights regarding freedom of public information and personal data protection.
- Analyzed petitions made by citizens, conducted depositions, and wrote legal memoranda with recommendations for the Municipal Public Works.
- Drafted ordinances, resolutions, and bylaws to be approved by the Legislators and by the Mayor.
- Counseled the Legislatures President during monthly Sessions and City Commission Meetings.
- Prepared materials to assist the Georgia House Study Committee on Autonomous Vehicle Technology with understanding autonomous vehicle technology.
- Type of business or sector Superior Education Occupation or position held Attorney at Law Main activities and responsibilities Legal advisor (.
- to commercial real estate efforts.

Education

Masters of Laws in Comparative and International Law - (SMU Dedman School of Law - Dallas, TX)

SKILLS

Legal Assistant, Legal Research, Legal Secretary.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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