ROBERT SMITH

Legal Assistant to Partner

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SUMMARY

To obtain a Legal Assistant to Partner position in a company that will develop my acquired abilities and knowledge with room for growth. Over twenty years as a legal assistant, Scheduling appointments, Preparing correspondence, pleadings and discovery, Preparing of real estate documents.

CORE COMPETENCIES

Legal Terminology (10+ years), Legal Research.

PROFESSIONAL EXPERIENCE

Legal Assistant to Partner

ABC Corporation - February 2001 – February 2005

Key Deliverables:

- Specialized in defense of medical malpractice cases other insurance defense matters, and Broward Sheriffs Office cases.
- Managed external counsel and general litigation.
- Led compliance initiatives to ensure Mizkan adheres to regulations and industry best practices.
- Reviewed compliance with trademarks, patents, intellectual property, and trade secrets.
- Responded to inquiries from regulatory agencies, customers, and the business community.
- Negotiated and oversaw Mizkan’s contractual arrangements with third parties.
- Co-ordinated outside counsel for such matters when required.

Legal Assistant to Partner

Delta Corporation - 1997 – 2001

Key Deliverables:

- Insurance defense, medical malpractice, bodily injury and motor vehicle accidents cases.
- Was hired as a departmental secretary to handle non-party work.
- This position evolved into its own department which I was in charge of.
- Then I became the entire firms docketing clerk (Broward and Miami Office).
- Eventually promoted to assistant for trial litigator, senior partner, William C.
- Gained valuable experience with respect to Non-Party Subpoenas and calendaring, very strong on follow-up and research, experience working with expert witness and all phases of trial preparation.
- Medical malpractice, and insurance defense cases for large department store, slip and falls, bodily injury for nationwide insurance carriers.

EDUCATION

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- BS In General Studies

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