ROBERT SMITH

Legal Associate

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Over 5 years of experience as a paralegal or in another similar role, with at least some of that experience related to litigation Familiar with excel; understanding of knowledge management and e-discovery processes and programs.

EXPERIENCE

Legal Associate
GARDEN CITY GROUP - AUGUST 2012 – 2014

- Assisted with an intensive class-action case with regard to document management.
- Navigated project databases and manage selection for easy retrieval of financial, ownership, and business documents.
- Worked with supervisors to resolve compliance issues, provided recommendations, communication on the status of action resolution and bring to management issues that require attention tracking corrective actions.
- Performed comprehensive claim review and quality assurance on Subsistence filings.
- Consistently met or exceeded production expectations on complex claim review that includes data capture, documentation analysis, and quantitative reasonableness assessment.
- Monitored release queues to handle work quickly and efficiently while maintaining strict confidentiality.
- Handled the formation of legal entities.

Legal Associate
Delta Corporation - 2016 – 2020

- Assisted attorneys by conducting legal research and draft memoranda on foreign investment regulation, trade regulations, and business tax matters.
- Reviewed and drafted legal documents including investment agreements, sales agreements, IP licensing agreements, and demand letters.
- Participated in client interviews.
- Interviewed clients, prepared for testimony at depositions, arbitration hearings, and trials for personal injury and workers compensation cases.
- Performed comprehensive reviews of new operations to ensure compliance with international laws and internal policies and to identify potential.
- Assisted the General Counsel in handling all types of in-house legal work.

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- Worked with both employees and outside counsel in handling EEOC claims and employment-related concerns.

EDUCATION

- H.S. degree

SKILLS

Legal Research, Organizational Skills.