

ROBERT SMITH

Legal Researcher/Attorney

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Legal Researcher is to research and learn about the law. Excellent legal writing skills. Researcher offering outstanding presentation, communication, and cross-cultural team management skills.

EXPERIENCE

Legal Researcher/Attorney

ABC Corporation - MARCH 1998 - AUGUST 2015

- Summarized legal documents, performing records research, legal research, by using Lexis Nexis, the West law.
- Provided pertinent background on cases to a private business.
- Prepared the reports by writing out the arguments and researching the policies and revised state statutes for the cases.
- Managed cases that filed for the company and were paid to travel.
- Communicated to the customers, employees to answer questions, explain information, and address complaints.
- Answered telephone calls, direct calls, take messages, complete, and mail bills.
- Used the photocopier and scanner to maintain mailing and record keeping.

Legal Researcher

Delta Corporation - 1995 - 1998

- Preparing documents covering all aspects of International Agreements, from what they are, how they are conveyed and used, and the many formats which.
- Work in a team environment with lawyers and staff to ensure appropriate filing of documents with correct parties, analyze and review medical records.
- Summarize medical records into an easily readable medical chronology and maintain open discussions with insurance adjusters.
- Communicate with medical personnel to ensure appropriate handling of materials.
- Legal research on a local, state, and federal level.
- Drafting legal documents on the city, county, state and federal levels and on the administrative levels.
- Analyzed medical documents, and depositions.

EDUCATION

- Certificate in Keyboarding and business - (Advance Technical Center -

Miami Springs, FL)

SKILLS

Telephone Techniques, Customer Service, Business English, Business Operations, Client Management, Leadership Development, Management Experience.