

Robert Smith

Legal Secretary to Senior Partner

PERSONAL STATEMENT

Responsible for Managing and overseeing the development, implementation and maintenance of various corporate governance practices and policies; have accountability for oversight of the corporate secretarial functions for the company and its subsidiaries, including preparation of Board of Directors and Committee meeting materials, agendas, minutes, notices, etc.

WORK EXPERIENCE

Legal Secretary to Senior Partner

ABC Corporation - June 1998 - June 2005

Responsibilities:

- Assisted the GC & Corporate Secretary in preparing for Board meetings, Annual Meetings, and other Board- or investor-related events.
- Maintained team files, both electronically (e.g., SharePoint, Box, etc.) and hard copies.
- Helped the GC stay organized, serving as gatekeeping of the GC's time, calendar, and information while maintaining a courteous and positive demeanor.
- Understood the work of the Legal Team members and assist in the preparation of action plans and standard work to make the team operate more efficiently.
- Provided executive support for Investor Relations and secondary support to other executive team members.
- Provided legal counsel to CHAI's leadership teams on legal matters related to all aspects of CHAI's operations.
- Participated and contributed to the overall management of CHAI. The CHAI Senior Leadership Team will expect timely reliable information and insights into major legal issues facing CHAI, as well as the practicality of alternative strategies or decisions.

Legal Secretary to Senior Partner

Delta Corporation - 1994 - 1998

Responsibilities:

- Handled a substantial amount of civil trial preparation in insurance defense, medical malpractice, products liability and other commercial cases.
- Cynthia Leahy, and an associate for two years.
- Handled heavy transcription of insurance defense litigation cases, typed numerous forms pertaining to probate and estate matters in addition to .
- Richard Sanford, and an associate for two years.
- Transcribed lengthy deposition summaries, pleadings and litigation reports regarding asbestos-related cases, prepared Wills, contracts and handled .
- Mechanical and chemical Intellectual Property Law.
- Prepare and file patent, trademark and copyright applications with U.S.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Legal Skills, Team Work.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

GED