

Robert Smith

Contract Staff Attorney

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

Accomplished Staff Attorney with a background in complex litigation, particularly tobacco, pharmaceutical, and product liability litigation. Extensive experience in pre-trial proceedings, including research and preparation of initial pleadings and responding to complex discovery. Significant litigation management duties, with an expertise in electronic discovery, data and document management, and supervising attorneys for privilege review teams in several litigations.

SKILLS

Bilingual-Italian,
LexisNexis Certified,
West Law Certified, MS
Office, Documentation.

WORK EXPERIENCE

Contract Staff Attorney **ABC Corporation - 1994 - 1994**

Responsibilities:

- Conducted and supervised attorneys and accountants performing enforcement investigations.
- Developed investigative plans, conducted investigative testimony, led settlement negotiations and collaborated with criminal authorities and self-regulatory organizations.
- Second-chaired an administrative trial against a major broker-dealer for failure to supervise.
- Permanently barring a stockbroker for a major broker-dealer from the securities industry for defrauding elderly customers, the branch manager was suspended and fined.
- Requiring a public relations consultant to disgorge profits and pay a fine for insider trading.
- Permanently barring from SEC practice a CPA for a broker-dealer engaged in improper conduct.
- Initiating a market manipulation investigation of a broker-dealer specializing in penny stocks that resulted in wide-ranging civil and criminal sanctions.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Staff Attorney **ABC Corporation - 1990 - 1994**

Responsibilities:

- Took depositions and interviewed witnesses in preparation for trial.
- The determined best strategy for cases involving landlord-tenant disputes, disability discrimination, national-origin discrimination, labor and employment claims, and Social Security termination.
- Represented tenants in eviction defense and affirmative civil actions for harassment, wrongful eviction, discrimination, and in habitability.
- Drafted and responded to complaints, discovery requests, motions, and demand letters.
- Negotiated settlement agreements and stipulations.
- Argued merits of Unlawful Detainer Cases at trial in civil court.
- Appeared before the Labor Commissioner at administrative hearings in wage and hour claims.

Education

Juris Doctor - (UC Berkeley School of Law - Berkeley, CA)