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## Document Review Attorney Resume

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### Job Objective

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Looking to help your company with my experience as Document Review Attorney.

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### Highlights of Qualifications:

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- Huge electronic document review experience
  - Expertise working in large and complex document review projects
  - Ability to respond to a variety of litigation matters
  - Strong technical skills
  - Proficient with discovery tools such as Ringtail and Attenex
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### Professional Experience:

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Document Review Attorney  
Kroll Ontrack Inc., Nantucket, MA  
August 2007 – Present

- Reviewed and coded of documents for privilege and relevancy issues.
  - Reviewed and summarized a variety of different contracts.
  - Negotiated with fulfilment services agreements.
  - Engaged in contract negotiations with customers and prospects.
  - Performed litigation document reviews.
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### Education:

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Bachelor's Degree in English  
Kansas State University, Manhattan, KS

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