
Legal Specialist Resume

Job Objective

Experienced Legal Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Experience in maintaining all information effectively
 - Profound knowledge of law enforcement policies and procedures
 - Operational knowledge of Microsoft applications
 - Remarkable ability to draft all letters and memos related to business
 - Exceptional ability to prioritize work and work independently
 - Excellent skills to adapt to changes
 - Skilled to manage records and manage time effectively
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Professional Experience:

Legal Specialist
WellCare, El Paso, TX
May 2006 – Present

- Coordinated with corporate secretary and maintained board books and meetings for company affiliates.
- Performed research and analyzed all legal issues for company and developed appropriate measures.
- Maintained knowledge of applicable laws and interpreted it in company operations.
- Ensured work according to strategies and prepared required reports.
- Assisted various teams in corporate transactions and related acquisitions.
- Evaluated all contracts and assisted in its analysis.
- Administered and maintained all project related materials.
- Supervised effective working of staff and ensured completion of projects on time.

Legal Specialist
MetLife, El Paso, TX
March 2003 – April 2006

- Assisted various teams in managing related companies of organization.
 - Ensured compliance to all legal and regulatory principles on a regular basis.
 - Prepared required paperwork for various meetings such as board resolutions and reports.
 - Evaluated all findings of legal research and prepared required summaries.
 - Monitored information requested by clients, government agencies and examiners and ensured appropriate answers for same
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Education:

Bachelor's Degree in Business Administration
Biola University, La Mirada, CA

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