

**Jane A. Smith, JD**  
**1234 East Fifth Street**  
**Albuquerque, New Mexico 12345**  
**123 456 7890**

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## **SUMMARY OF QUALIFICATIONS**

*Experienced litigator, coverage attorney, and manager with high-level bottom-line responsibility. Extensive background in medicolegal aspects of closed head injuries, drawing on diagnostic and therapeutic expertise developed as a speech pathologist. Outstanding leadership, analytical, strategic, negotiation, and communications skills.*

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## **SKILLS HIGHLIGHTS**

### ***Complex Issues, Claims/Coverage Issues, Litigation***

- ◆ Direct legal management legal issues pertaining to Special Risk Fund accounts in the western United States, combining comprehensive knowledge of the laws of 13 states and skill in legal strategy development to resolve complex SRF policy issues. Addressing these issues with in-house expertise results in significant savings in outside legal fees.
- ◆ As national internal consultant on head injury cases, apply 20 years of experience as speech pathologist in reviewing medical records, psychological and neuropsychological exams, speech and language testing, and other diagnostic measures to uncover discrepancies or errors in plaintiffs' cases. This unique rehabilitation/therapeutic perspective on likely long-term medical outcome typically reduces payments to a fraction of the initial exposure.

*Examples:* In a causation case, reduced a plaintiff's \$0,000,000 demand to a jury award of only \$000,000 after rehabilitating original defense neuropsychologist. Evaluated 00 new head injury cases in 0000, a 00% increase over the previous year, saving the company significant outside medical consultants' fees.

- ◆ In causation cases, look beyond pre-existing conditions to evaluate other medical and psychological factors that contribute to a plaintiff's disability. Successfully increased awareness of medical causation issues on many workers' compensation and liability files.

### ***Litigation Management***

- ◆ Draw on extensive litigation experience to develop trial strategies, assess cases, supervise outside counsel in high-profile, high-exposure litigation, saving [company] several million dollars since 0000.

*Examples:* Prevailed in nationally publicized sexual harassment, personal injury, and product liability suits. Assisted in briefing and oral argument in a case in which the doctrine of allocation of defense fees between covered and uncovered claims could be extended to the Tenth Circuit. Limited the impact of opposing experts by holding their testimony to scientific standards.

- ◆ Manage, direct, and guide outside counsel in establishing appropriate strategies for coverage litigation. Participate in discovery responses on substantive coverage positions and the relationships among various issuing companies.

### ***Legal Support Services***

- ◆ Proactively identify and evaluate a broad range of coverage and procedural issues and provide legal advice throughout the company. Maintain global outlook on legal issues, legislation, and trends, updating management on potential impacts for the company.
- ◆ Research and write legal opinions on substantive and procedural issues relating to coverage matters.
- ◆ Support management in creating and implementing strategies to reduce total loss dollar payout while maintaining the quality of customer service, reducing extra-contractual exposure, and resolving complex issues.
- ◆ Interface with other company legal and claims professionals throughout the United States in evaluating exposures.

***Cost/Quality Control***

- ◆ Evaluate outside legal services, assuring quality of legal representation and achievement of litigation objectives. Since 1992, saved over \$0 million in outside attorneys' fees through meticulous audits of billing records. In FY 0000, audited 000 accounts and reduced payments by almost \$000,000.
- ◆ Negotiate legal fees, hourly rates, and cost-sharing arrangements; interface with carrier and attorneys to assure their cooperation during litigation; coordinate with home office legal staff and claims personnel to achieve cost-effective litigation results.
- ◆ Assure the appropriate use of internal financial and personnel resources, consistently achieving annual budget objectives.

***General Management***

- ◆ Apply 20+ years of management, communications, and clinical experience to managing, motivating, developing, and training legal office personnel, allocating resources to meet client needs and capitalize on individual strengths.
- ◆ Develop and maintain strong working relationships with other divisions within the company and with outside counsel, using highly developed skills in persuasion, communication, and negotiation to accomplish corporate objectives.
- ◆ Effectively prioritize complex, heavy work load and nationwide travel schedule, consistently achieving highest ratings on corporate productivity and performance standards.

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**PROFESSIONAL CHRONOLOGY**

March 0000–Present

[Company]

**Assistant General Counsel, Litigation**

*Managing Attorney of the Albuquerque Legal Services Office, providing service to three claims management departments and eight states in litigation management, coverage, bill review, and audit. Legal coordinator of Special Risk Fund litigation and coverage issues for 13 states. National consultant on closed head injuries.*

September 0000–February 0000

**Staff Attorney, Field Litigation Office**

*Tried cases involving all aspects of insurance defense litigation, with major emphasis in complex medical litigation and insurance law.*

March 0000–September 0000

[Firm, city]

**Associate Attorney, Law Clerk, Legal Intern**

March 0000–August 0000

[Hospital, city]

**[title]**

*Supervised ten speech-language pathologists and three learning disabilities specialists. Evaluated speech-language pathologies in children with multiple congenital handicaps and closed head injuries. Treated speech-language pathologies. Developed and administered multidisciplinary specialty team.*

April 0000–March 0000

**[Title]**

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**Other Significant Professional Experience**

0000 Faculty, Colorado Women's Bar Association, Denver, Colorado  
*Billing Issues for Women*

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**PUBLICATIONS**

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**BAR ADMISSIONS**

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**PROFESSIONAL MEMBERSHIPS**

List

[state]Defense Lawyers Association  
others

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**EDUCATION**

List

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**CERTIFICATION**

List