**[Real Estate Business Development](https://www.postjobfree.com/resume/adzjcp/real-estate-business-houston-tx)**

**Location:**Houston, TX

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**Contact Info:**

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**Resume:**

JAMAR SMITH

Legal Professional

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The Woodlands, TX 77380

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HOW I CAN ADD VALUE

My previous work experience includes innovation in many areas, including strategies for more effective teamwork. At my previous company, I devised strategies for improving teamwork and communication among team projects. I can bring your organization not only my ideas from previous experience, but my passion for innovation and efficiency.

WHERE I’VE BEEN

U.S. Securities & Exchange Commission

May 2021 – Present

Paralegal Specialist

Deutsche Bank

June 2020 – Present

Document Management Specialist Team Lead

Filarsky and Watt LLP

Jul 2016 – Apr 2021

Legal Secretary/Paralegal

•Conducting complex research involving securities law issues, develop substantive summaries, draft a wide variety of legal documents; interviewing witnesses; reviewing pleadings, motions, and other legal documents, provide trial support for the most complex and high profile cases.

•Compose technical and complex reports, documents, and correspondence related to legal actions supported involving violations of the federal securities laws.

•Staff training and development

•Distribution/issue of daily assignments to team members.

•Monitoring staff performance and behavior, documenting employee counseling/interactions and ensuring adherence to company standards and policies.

•Generating reports, as approved by upper management.

•Advising onsite management of shift and/or staff needs.

•Support and backup to the other shift leads on my team.

•Above all, promoting a happy and healthy work environment.

•Responsible for putting together case paperwork, undertaking legal research, as well as drafting pleadings and correspondence.

•This position has provided me the opportunity to manage caseloads, conduct witness prep for hearings and exhibit my excellent time management skills.

•I have also had constant communication with opposing counsel, clients, and court personnel with causes me to exhibit and improve my communication skills.

Mobilitie/Robert Half Legal

Oct 2015 – Apr 2016

Network Real Estate Specialist/Legal Research

•Preparing detailed communications and summaries of jurisdictional codes and statutes to multiple teams and departments to support execution of large-scale infrastructure programs.

•Researching municipal, county, state and federal laws and ordinances to devise strategies regarding real estate related activities.

University of Southern California/Robert Half Legal

Oct 2013 – Apr 2015

Contract Management Specialist

•Reviewing and interpreting precontract terms and conditions to identify potential issues for contract modification.

•Reviewing executed contractual documents to ensure adherence to company policy, local code requirements, identifying risks and areas of concern on contract terms and conditions.

•Providing contractual advice, guidance and support to both project management team and business development staff.

WHAT I’VE LEARNED

•Juris Doctorate

Trinity Law School

2007 - 2011

•Bachelor of Arts (Political Science)

Cal State Dominguez Hills

2003 - 2007