

# LAWYER RESUME

BY RESUME GENIUS

## RESUME SUMMARY

Results-driven corporate lawyer with 8+ years of experience ensuring the legality of commercial transactions. Adept at drafting and reviewing policies, and client negotiation. Possess a J.D. from Duke Law School and am a member of the New York State Bar in good standing. Achieved advantageous settlements in 90% of cases.

## PROFESSIONAL EXPERIENCE

### General Counsel

Rockford Corporation, New York, NY | September 2017–Present

- Define and develop legal policies and procedures while advising on all major business transactions
- Draft and review contracts and internal policies in accordance with all applicable regulations
- Negotiate with opposing parties to avoid litigation and reach resolutions. Have thus far overseen 20+ mediations, achieving a 90% settlement rate
- Reduced corporation's reliance on external legal counsel, decreasing legal fees by over 60% annually
- Implemented a global intellectual property strategy over a 4-year period

### Staff Attorney

BAC Corporation, New York, NY | January 2014–August 2017

- Advised executives regarding legal rights, opportunities, and obligations
- Conducted legal research and reviewed transactions to ensure maximum benefit to the company with minimal risk
- Drafted and renewed agreements on a weekly basis for product distribution, supply, licensing, and advertising
- Maintained a 95% satisfaction rate with company executives
- Monitored changes to employment law at federal, state, and national levels

 (212) 783-9823

 your.email@email.com

 linkedin.com/in/profile/

## EDUCATION

### Bar Admissions

New York  
December 2013

### Duke University School of Law

J.D.  
May 2013

### University of Texas

B.A. Political Science  
2010

## SKILLS

Corporate law

Written & oral communication

Legal research

Time management

Critical thinking

Negotiation & settlement

Documentation

Mediation