

ROBERT SMITH

Senior Attorney/ Founder

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An accomplished Senior Attorney/ Founder with a strong transaction and litigation background in corporate law, real estate, and zoning, including securities compliance, contracts, corporate formation, purchase and sale, leasing, landlord/ tenant law, and asset protection. Has negotiated complex transactions with economic values ranging into the 7 figures and successfully litigated matters with disputed amounts in the high 6 figures. Bilingual (English/Spanish), and capable of working independently or as part of a team.

CORE COMPETENCIES

Microsoft Office, Spanish, Technical Writing, Litigation, Public Law Processes, Administrative Proceedings, Team Building

PROFESSIONAL EXPERIENCE

Senior Attorney/ Founder

ABC Corporation - 2007 – Present

Key Deliverables:

- Personally managed legal matters with disputed amounts in excess of 7 figures.
- Drafting and litigating numerous landlord/tenant matters from leases with purchase option through eviction proceedings, including residential and commercial leases for both the landlord and the tenant.
- Drafting agreements of sale for the purchase of property, commercial and residential, drafted and recorded the associated deeds.
- Litigating foreclosure proceedings for the city of Philadelphia's VIP program for which a commendation was received.
- Representing clients before the zoning board when seeking variances to existing zoning regulations.
- Drafting private placement offerings for clients, including registering with securities commissions in multiple states.
- Overseeing multiple legal matters, primarily centered on serving the needs of business owners, including drafting, evaluating and negotiating contracts, negotiating mutually beneficial settlements, and litigating contractual matters.

Attorney I

ABC Corporation - 2005 – 2006

Key Deliverables:

- Assisted the Commission and Department by drafting contracts, administrative rules, legislation, and legal memos/opinions.
- Provided legal advice and counsel to the Commission and MoDOT staff on various legal issues.
- Served as a member of CCO central office teams and task forces.

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- Represented the Commission in litigation regarding condemnation/inverse condemnation, tort liability and construction contracts.
- Accountable for meeting CCO goals and performance measures.
- Performed other responsibilities pursuant to classification and qualifications of assistant counsel as approved by the Commission and contained in the CCO staff procedures manual.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- JD in Law - 2004(James Beasley School Of Law, Temple University - Philadelphia, PA)BS in Economics - (Bowie State University - Bowie, MD)Bachelor Of Arts in Political Science - (University Of South Florida - Tampa, FL)