

Objective

Strong business acumen, sense of professionalism and ethics, with the ability to take initiative, and diffuse perceived crises.

Skills

Project Management, Analytical Skills.

Work Experience

Legal Counsel/Analyst

ABC Corporation - November 2002 – September 2006

- Provided trade credit insurance, surety and collections services with a presence in 45 countries.
- Provided legal advice and guidance to claims, policy underwriting, and buyer underwriting departments.
- Developed and implemented strategies for resolving claims cases.
- Structured workout agreements with debtors and coordinated collection activities.
- Structured, negotiated, and drafted policy programs tailored to customer needs.
- Conducted legal research on state insurance regulations and requirements.
- Provided legal counsel for clients of Tax Redux Company in the area of tax certiorari law on an as-needed basis for cases.

Legal Counsel

ABC Corporation - 2000 – 2002

- Prepared and submitted legal documents and memoranda to courts on issues such as motions and agreements to settle for damage, including submarine cables land lines cables.
- Represented the company in various court hearings.
- Followed up on lawsuits in courts for Egypts main telephone company.
- Drafted, reviewed, and edited contracts and agreements for new hires and retiring employees.
- Prepared detailed information and defensive points related to cases to be submitted to the courts.
- Issued requested permissions and official records from appropriate governmental agencies.
- Provided legal advice to senior management with respect to potential disputes arising from or related to regulatory or legislative changes..

Education

J.D. in Law - (University of Baltimore School of Law - Baltimore, MD)