

Associate General Counsel

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Routinely handle legal affairs and litigation matters ranging from civil cases to arbitration matters and some criminal matters. Controlling, managing and directing the activities of the legal services. Drafting, vetting, negotiating and finalizing various legal & commercial documents

Skills

Leadership/Communication Skills, Internal Client Compliance Management, Business Operations Compliance Organization, Strategic Compliance

Work Experience

Associate General Counsel

ABC Corporation - November 2014 - November 2015

- Managed multi-million dollar real estate loan litigation portfolio.
- Investigated, researched, and responded to regulatory issues at the state and local levels.
- Drafted comprehensive pleadings, contracts, memoranda, and briefs in multiple jurisdictions.
- Researched, drafted, and updated corporate policy memoranda.
- Drafted nationwide survey memoranda on relevant policy developments and trends.
- Prepared corporate representatives for depositions, trial, and settlement conferences.
- Worked collaboratively with outside counsel and managed all billing issues.

Associate General Counsel

ABC Corporation - 2009 - 2014

- Managed outside counsel. Negotiated, drafted, and prepared contracts, corporate resolutions, and joint venture operating, and confidentiality agreements for business activities and ventures.
- Provided oversight and legal counsel for construction projects and procedures including acquisition, financing, development, operation, code compliance, and associated functions.
- Managed and provided legal counsel on the acquisition, construction, development, and operation of a 45- story hotel and 47-story residential building in Manhattan, as well as on a Boeing Business Jet aircraft valued at over \$60M.
- Developed and enforced company compliance programs.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science - 2008 (UNIVERSITY OF MICHIGAN - Ann Arbor, MI)