

Elisabeth Cheung
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SUMMARY Qualified lawyer in the UK with professional experience in New York and London; currently working towards obtaining the industry-standard APMP Bid / Proposal Professional Certificate. Highly skilled in written, interpersonal and project management skills. Permanent resident of United States. Members of the Law Society in England & Wales.

SKILLS Experience in writing specifications, statement of works (SOW) and drafting contracts.

EMPLOYMENT **Project Manager**
Redfin / San Francisco, US / July 2021 – Feb 2022

- Prepared Request for Proposals (RFPs) that solicited bids from qualifying contractors while compiling with the company budget and policies
- Prepared SOW that tells bidders that defines the scope of work, project deliverables, timelines, work location and payment terms and conditions
- Defined evaluation criteria in the vendor selection process
- Projects range from \$10K-40K and typically consist of staging, painting, flooring, landscaping, cleaning, fixture upgrades, handyman work, and decluttering

Legal Counsel and Project Co-ordinator
KH Buildings & Construction Ltd. / London, UK / May 2018 – December 2020

- Prepared Construction Specifications after consultation with subject matter experts which detailed how the construction should be carried out by contractors and subcontractors.
- Documented the sourcing and specification of the furniture, fixtures and equipment (FF&E) being used in the projects
- Monitored compliance with specified deadlines, contractual stipulations and quality of work
- Collaborated on re-modelling projects from design concept through complete installation

Lawyer
Lyst.com / London, UK / March 2017 – April 2018

- Managed and defended the company's trade mark and intellectual property portfolio
- Led the data protection compliance work stream in light of tightened legislation by designing workable prototypes allowing visitors to opt-out of cookie collection
- Negotiated and managed employment contracts for all our new hires

Trainee Solicitor
Freshfields Bruckhaus Deringer LLP / London, UK / Feb 2015 – Feb 2017

- Researched on the impact of Brexit on our clients' UK and European businesses

- Carried out due diligence on corporate structure which helped informed transaction structure in merger & acquisition

EDUCATION	University College London, UK Master in Law	Sept 2012 -Sept 2013
	Manchester Metropolitan University, UK Bachelor in Law	Sept 2009 – July 2012