

4567 Main Street // Metropolis, NY 98052 // (716) 555 - 0100 // sonu@example.com

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**PROFILE** Collaborative, strategic, and solutions-oriented personal care industry attorney and regulatory affairs professional at dynamic cosmetics company marketing color cosmetics, OTC/sunscreen, and nutritional supplements in the U.S. & internationally. Provide legal and business support to executive, marketing, product development, & sales teams. Manage domestic & international regulatory compliance.

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**EXPERIENCE**

**MANAGER REGULATORY AFFAIRS**

**Contoso // Metropolis, New York // 20XX - Present**

Research and advise on cosmetics industry topics including product safety, environmental and social awareness issues such as ingredient sustainability, GMOs, micro-plastics, and natural positioning.

**ACHIEVEMENTS + HIGHLIGHTS**

- **Contract review and negotiation.** Review and negotiate business agreements, including multi-channel distribution, manufacturing, software and service, IP and licensing.
- **Marketing claims and packaging review.** Review and advise management and employees on product and brand marketing and advertising claims in print and digital/social and propose solutions as required, based on legal compliance, industry practice, and risk level.
- **Provide leadership and expertise** on all aspects of product regulatory compliance to ensure that products are successfully introduced and maintained domestically and globally pursuant to regulations. Ensure compliance and coordinate and oversee work of EU Safety Assessor.

- **Good manufacturing practices.** Advise on and implement FDA cGMPs for relevant products.
- **Continued education** re Regulatory Compliance, Ingredient Safety, & Social Awareness Concerns.
- **Legislation and lobbying.** Represent company in lobbying before state legislators.
- **Third party certification.** Advise and coordinate third party certifications.

#### **ASSOCIATE ATTORNEY**

**Contoso // Metropolis, New York // 20XX - 20XX**

Negotiated real estate transactions, financing and real property title and zoning issues. Drafted commercial and residential purchase and sales contracts and leases. Real estate closings. Formed limited liability companies.

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#### **EDUCATION**

##### **JURIS DOCTOR**

**Impressive School of Law // Metropolis, New York // 20XX**

Editor at Law Journal, 20XX

##### **BACHELOR OF ARTS**

**Bellows College // Metropolis, New York // 20XX**

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#### **SKILLS + INTERESTS**

Legal research // Westlaw // Lexis/Nexis // Research //  
Reading // Environmental conservation // Art // Yoga // Travel  
// Fluent in German