

[NAME]
[CURRENT EMPLOYER]
XXXXXXXXXX • XXXXXXXXXXXX
Mobile: (XXX)XXXXXXXX • E-mail: XXXXXXXXXXXX

LEGAL EXPERIENCE

[LAW FIRM EMPLOYER], [LOCATION]

Solo practitioner (YEARS)

General civil practice emphasizing commercial contracts, business representation, employment law and estate planning.

Business and Employment Law:

- Counsel domestic and international business owners, including health care services and technology companies, on general business planning including entity formation, establishment of international subsidiaries, purchases and sales of businesses, regulatory and compliance matters
- Draft, prepare and review general business contracts including buy/sell agreements, technology and software license agreements (including cloud licensing management), operating agreements, employment agreements and employee handbooks
- Advise individual and business clients on employment law matters including representation in severance agreement negotiations, employment restructuring, and WARN Act compliance
- Served as Temporary Senior Counsel to **[PUBLIC COMPANY CLIENT]** (LOCATION) on a contract basis ([YEAR])
 - Drafted and negotiated commercial contracts for [DESCRIPTION OF FIELD] company, including XXXXXXXXXXXX research master agreements, software license and service agreements, XXXXXXXXX logistics agreements (international locations including LOCATION and LOCATION), and consulting agreements with health care professionals
- Served as Corporate Counsel to **[PUBLIC COMPANY CLIENT]** (LOCATION) on a contract basis ([YEARS])
 - Drafted and negotiated commercial contracts primarily focused on medical devices and health care software, including software license and service agreements, SaaS subscription agreements, development and consulting agreements, and distribution and supply agreements
 - Negotiated favorable settlements on commercial contract breach and related tort disputes
 - Managed corporate compliance issues including HIPAA and [STATE LAW] data privacy requirements
 - Responsible for employment law matters including severance agreements and negotiations, revisions of company policy, WARN Act compliance, establishment of international manufacturing unit (in LOCATION) and drafting and filing responses to administrative agency complaints

Estate Planning:

- Provide estate planning services including drafting wills and trusts; international estate plans for dual citizens and expatriate U.S. citizens (including plans for [INTERNATIONAL CLIENTS]); powers of attorney; living wills and health care proxies; planned giving; probate, estate and trust administration; executor and trustee conflict resolution

[LAW FIRM EMPLOYER], [LOCATION]

Senior Associate in the Corporate Department ([YEARS])

Practice focused on counseling public and private companies in the areas of securities law, mergers and acquisitions, corporate finance, venture capital, private equity, emerging companies and real estate investment trusts.

- Structured, drafted and negotiated wide variety of operative transaction documents and commercial contracts, including primary responsibility for merger agreements, securities purchase agreements, employment agreements, stock option agreements, letters of intent and term sheets for public and private entities, including REITs
- Supervised legal, financial and technology due diligence review teams for domestic and international mergers and acquisitions of public and private entities
- Represented issuers, venture capital funds and institutional investors in common and preferred equity, debt, and foreign-currency denominated securities offerings and purchases
- Provided public companies and publicly traded XXXXXXXXXs with ongoing reporting and compliance counsel on securities laws, fiduciary duties, corporate governance, executive compensation and Sarbanes-Oxley issues
- Represented private equity and hedge funds in structuring majority and minority investments and exit transactions

[PUBLIC COMPANY EMPLOYER], [LOCATION]

Corporate Counsel ([YEARS])

Managed all legal and compliance matters for publicly-traded \$XXX million [DESCRIPTION OF BUSINESS] company as part of a two-lawyer team. Streamlined work of outside counsel by bringing majority of post-merger integration, commercial contract and intellectual property management work in-house.

- Supervised post-merger integration of \$80 million acquisition of privately held XXXXXXXXXXXX company; created and implemented post-merger contract management system on modifications and terminations of equipment sales and lease agreements, including standardizing and converting all material sales contracts and leases to digital database
- Primary management responsibility for directing [STATE] commercial disputes; co-managed all federal and state commercial litigation, arbitration and claims, including case strategy, depositions, pleadings preparation, hearings, and settlement negotiations; supervised the work of six outside law firms
- Developed, implemented and managed new company-wide intellectual property management system
- Ensured compliance with Sarbanes-Oxley, NASDAQ and all SEC regulations, including preparation of 10-Ks, 10-Qs and all 1933 Act and 1934 Act filings with the SEC
- Drafted and negotiated all commercial contracts, including technology licenses and joint venture agreements
- Provided executive team and Board of Directors with interpretation and advice on a wide range of corporate, governance, employment and regulatory compliance matters, including FTC, EPA, [STATE] DEP and OSHA issues
- Conducted and developed management and employee training on Sarbanes-Oxley compliance, insider trading rules and sexual harassment policy

[LAW FIRM EMPLOYER], [LOCATION]

Associate in the Corporate Department ([YEARS])

Practice involved general corporate representation including mergers and acquisitions, securities and corporate finance, venture capital, private equity, and emerging companies with a concentration in e-commerce and technology companies.

- Drafted and negotiated merger agreements (including mutual fund mergers), securities purchase agreements, technology licensing agreements, employment agreements, stock option agreements and omnibus stock plans
- Advised diverse corporate clientele on legal impact of day-to-day business and governance issues, including amendments of corporate charters, shareholder votes, and employment law matters; attended meetings and served as Assistant Secretary to various Boards of Directors
- Drafted, reviewed and edited 1934 Act reports, 1933 Act registration statements and 1940 Act prospectuses; counseled clients on SEC compliance issues
- Coordinated due diligence professional review teams and supervised junior associates to facilitate merger, reorganization and recapitalization transactions for public and private businesses
- Designed annotated due diligence procedures and best practices training program for first-year associates

[LAW FIRM EMPLOYER], [LOCATION]

Associate in the Corporate Department ([YEARS])

General corporate practice included mergers and acquisitions, leveraged and management buyouts, commercial equity and debt transactions including private equity financings.

- Primary responsibility for drafting and negotiating employment agreements, registration rights agreements, licensing agreements and subscription agreements; conducted substantive due diligence review of private and public companies

EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER, Washington, DC

J.D., [YEAR]

- Senior Notes & Articles Editor, *[LAW JOURNAL]*; published article on “XXXXX” in the *[LAW JOURNAL ISSUE]*
- Quarter-finalist, XXXXXXXXXXXX National Trial Competition (top 20% of 400 competitors)

GEORGETOWN UNIVERSITY, Washington, DC

M.A. in [SUBJECT], [YEAR]

HARVARD UNIVERSITY, Cambridge, MA

A.B. in [SUBJECT], [YEAR]