

NAME, ESQ.

6772 Anywhere Drive City, State zip code
(800) 555-1212, email@hotmail.com

ATTORNEY

Motivated, results-focused attorney with a comprehensive background in commercial litigation, bankruptcy, commercial transactions and real estate. Educates clients to ensure ongoing compliance with relevant local, state and federal laws, rules and regulations. Excels at interacting with clients, C-level executives, banks, attorneys and real estate professionals. Consistently achieves optimal utilization of resources through proactive workflow planning and coordination. Strong decision-making abilities and sharp business acumen, with exceptional ability to complete projects timely and within budget.

CORE COMPETENCIES

Strategic Litigation Planning | Case Analysis | Legal Research | Contract Review & Negotiations
Client Relations Management | Trial Preparation | Settlements | Problem Solving & Decision Making

KEY ACCOMPLISHMENTS

- Successfully represented a corporate seller in a short sale of a strip mall with IRS tax liens and setback violations, and applied advanced communication skills toward strategically negotiating with the bank and the buyer to resolve IRS tax liens; proficiently handled every phase of representation through the closing.
- Represented business owners in a wide array of breach of contract claims, employment discrimination claims and shareholder disputes.
- Handled both Plaintiff and Defendant corporate matters, including asset purchases business, purchase and sale contracts, bill of sale, covenants not to compete, corporate resolutions and managing staff in completing appropriate filings with state agencies.
- Spearheaded the removal of a corporate shareholder from employment, which included drafting necessary resolutions to remove shareholder from the board of directors and as an officer of the corporation.
- Served as Primary counsel for corporation with real estate holdings of \$8,000,000.

PROFESSIONAL EXPERIENCE

Law Firm, City, IL
Associate Attorney (2005-Present), Law Clerk (2003-2005)

Case Management

Strategically prioritize and coordinate a broad range of real estate, corporate, commercial and bankruptcy matters to maximize efficiency and achieve critical timelines. Demonstrate dynamic prioritization, strategic planning and organization skills in proficiently steering case projects from initiation and discovery through court trial. Oversee all aspects of cases from inception through completion, including initial intake, case reviews, litigation strategies, discovery and trial for general civil litigation/transactional matters. Prepare all aspects of cases including deposing and securing witnesses, analyzing witness statements and other documents in preparation for trial and preparing in-depth case analysis.

Continued...

Team Leadership & Communications

Train, mentor and motivate junior attorneys and support staff, with strong focus on optimizing productivity, efficiency and performance. Communicate and negotiate with outside counsel to achieve beneficial settlements and cost-effective solutions while achieving client goals and objectives. Manage all aspects of cases including preparing in-depth case analysis, deposing and securing witnesses, analyzing witness statements and other documents in preparation for trial and appellate work in both state and federal court. Resolve severe corporate governance issues, negotiate the purchase and sale of all corporate assets and organize shareholder annual and special meetings. Work with clients to prepare and file Chapter 7 petitions for individuals and businesses.

Research & Analysis

Serve as General Counsel for many closely held corporations, including analyzing different matters and educating staff on including: corporate formality matters, succession planning and corporate governance issues. Work with C-Level executives in drafting and preparing buy-sell agreements, stock pledge agreements, leases and vendor agreements. Strategically market services to generate client base and steered full-scope servicing, from intake and filings to representation before varied administrative agencies. Proficiently develop pending case reports instrumental to monitoring and effectively managing projects. Perform a broad range of research, negotiation, and drafting of commercial leases. Supervise staff in propounding and responding to discovery, drafting and opposing motions, corresponding with clients and opposing counsel and preparing for and conducting trial and hearings.

EDUCATION

Juris Doctor (*Dean's List*) - Northern University, City, ST 2005

Relevant Courses: Master of Business Administration Courses

Bachelor of Arts in Economics - University of Iowa, Iowa City, IA, 2002

Activities: Member of Delta Upsilon Fraternity

Select Courses - Illinois Central College, East Peoria, IL

Activities: Scholarship Member of Golf Team; Highest GPA on Academic All-American 1998-1999 golf team

AFFILIATIONS

Member of Board of Directors, Personnel Committee, Fundraising Committee - Museum of Natural History, City, ST, 2007-Present