

## Name

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6772 xxxxxxx Drive City, Illinois zip code  
[email@hotmail.com](mailto:email@hotmail.com)  
(800) 555-1212

**Objective:** To obtain an associate attorney position with a concentration in commercial litigation, commercial transactions, commercial real estate and bankruptcy.

**Experience:** **Law Firm**  
City, IL  
**Associate Attorney, 2005-present**

### *Commercial Litigation*

- Litigated a variety of cases on behalf of business entities as both plaintiff and defendant including breach of contract claims, employment discrimination claims and shareholder disputes.
- Experience includes:
  - Drafting complaints and answers.
  - Drafting and arguing dispositive motions.
  - Drafting and answering discovery.
  - Taking and defending depositions.
  - Trial of cases.
  - Interfacing with in-house counsel and insurance company representatives.

### *Commercial Transactions*

- General counsel for many closely held corporations. Responsible for advising business owners on a variety of legal concerns including: corporate formality matters, succession planning and corporate governance issues. Representation included drafting buy-sell agreements, stock pledge agreements, leases and vendor agreements.
- Representation of corporations in purchasing assets of existing business. Representation included drafting contract for purchase and sale, bill of sale, covenants not to compete, corporate resolutions and making appropriate filings with state agencies.
- Represented corporation in removal of shareholder from employment, which included drafting necessary resolutions to remove shareholder from the board of directors and as an officer of the corporation. Drafted all notice documents to strictly comply with the Illinois Business Corporations Act. Negotiated purchase of shareholder's interest after removal from employment consistent with the buy-sell agreement.

### *Commercial Real Estate*

- Represented corporation in short sale of a strip mall. Representation included resolving federal tax liens, negotiating contract terms and drafting appropriate corporate resolutions.
- Drafted, reviewed and negotiated commercial leases.
- Primary counsel for corporation with real estate holdings of \$8,000,000. Representation included:
  - Resolving severe corporate governance issues.
  - Assisting the board of directors in negotiating a contract for purchase and sale of all corporate assets.
  - Drafting by-law amendments.
  - Organizing shareholder annual and special meetings, which included engaging nationally renowned parliamentarian and developing strategies for those meetings with officers of the corporation.
  - Successfully defending an action for temporary restraining order and underlying action seeking declaratory judgment and injunctive relief.

### *Bankruptcy*

- Prepared and filed Chapter 7 petitions for individuals and businesses.
- Litigated adversary proceedings to determine dischargeability of a certain debt and objections to discharge.
- Filed numerous proofs of claim.
- Drafted motions to use cash collateral on behalf of Chapter 11 debtor-in-possession.
- Represented Chapter 7 interim trustees.

### **Law Firm**

City, IL

#### **Law Clerk, 2003-2005**

- Responsible for researching legal issues and providing internal memorandums.
- Exposure to a broad range of legal issues and legal proceedings.

### **Education: Northern University**

City, IL

#### **2003-2005**

- Juris Doctor conferred May of 2005.
- Dean's List.
- Masters in Business Administration courses taken.

**University**

City, State

**2000-2002**

- Bachelor of Arts in Economics, conferred May of 2002.
- Member of Fraternity.

**Central College**

City, IL

**1997-1999**

- Scholarship member of golf team.
- Highest GPA on Academic All-American golf team.

**Affiliations: Museum of Natural History**

City, IL

**2007-Present**

- Member of the board of directors.
- Member of the personnel committee.
- Member of fundraising committee.