

**Lawyer Resume Sample**

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**CONTACT**

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**GENERAL COUNSEL**

*Rockford Corporation, New York, NY / September 2014 – Present*

* Define and develop legal policies and procedures while advising on all major business transactions
* Negotiate with opposing parties to avoid litigation, reach resolution, and achieve the goals of the corporation
* Draft and review contracts and internal policies in accordance with all applicable regulations
* Implemented a global intellectual property strategy over a 4-year period
* Reduced corporation’s reliance on external legal counsel and costs by over 60%

**EXPERIENCE**

**STAFF ATTORNEY**

*BAC Corporation, New York, NY / January 2008 – August 2013*

* Advised executives regarding legal rights, opportunities, and obligations
* Conducted research and reviewed transactions to ensure maximum benefit to the company with minimal risk
* Drafted and renewed agreements on a weekly basis for product distribution, supply, licensing, and advertising
* Monitored changes to employment law at federal, state, and national levels

**PROFESSIONAL PROFILE**

Results-driven corporate lawyer with 10+ years of experience ensuring the legality of commercial transactions. Adept at drafting and reviewing policies. Possess a J.D. from Duke Law School and am a member of the New York State Bar in good standing. Achieved advantageous settlements in 90% of cases.

**ADMISSIONS**

**NEW YORK STATE BAR**

December 2007

**EDUCATION**

**J.D.**

Duke Law School

2004 – 2007

**B.A. Political Science**

University of Texas

2000 – 2004

**SKILLS**

Leadership Communication Problem Solving

Time Management

Critical Thinking

Collaboration Handling Pressure