

First Last

Transactional Attorney

Transactional attorney with 10 years of experience drafting and negotiating asset, stock, merger, employment, escrow, LLC operating, and shareholder agreements. Well-skilled in handling contract review, trademark, and copyright issues. Key achievement: partnered with 120 clients to evaluate and conduct due diligence on strategic business opportunities, leading to a 60% increase in revenue.

WORK EXPERIENCE

Transactional Attorney

November 2015 – Present

Resume Worded, New York, NY

- Partnered with 120 clients to evaluate and conduct due diligence on strategic business opportunities, leading to a 60% increase in revenue.
- Spearheaded 65 corporate transactions and other strategic initiatives, including structuring, drafting, and negotiating non-disclosure agreements, letters of intent, and asset purchase agreements.
- Collaborated with 21 attorneys and cross-functional teams in the capacity of a project manager to facilitate the closure of business transactions.
- Assist 40 clients of RW in creating legal entities and drafting documents, and maintaining corporate records within 12 weeks on the job.

Bankruptcy Attorney

February 2013 – October 2015

Growthsl, San Francisco, CA

- Negotiated with credit unions and successfully reduced the liability on loans of 85 debtors from \$1M to \$45K, reducing potential losses by 70%.
- Represented 320 creditors during chapter 7 cases, successfully establishing grounds for recovery against debtors not previously recovered under Chapter 7 Bankruptcy law.
- Streamlined payment procedures and recovery efforts from property assets of 127 debtors, helping reduce legal costs by 69%.
- Represented 200 clients in complex Chapter 7 and Chapter 13 bankruptcy proceedings, attaining 85% favorable outcomes in all cases.

Contracts Specialist

June 2011 – January 2013

Resume Worded's Exciting Company, New York, NY

- Led the management of 65 contracts, 11 task orders, and 14 BPA/BOAs valued at \$127M.
- Supervised the implementation and administration of 40 online advertising contracts worth \$25M in Q2, 2020.
- Managed \$1M in international services and IT contracts for 31 of the company's major enterprise HNIs.
- Negotiated the collection of accelerated payments above \$3.97M, which allowed RW's product line and business unit to reach 85% of its year-end financial goals.

CONTACT

- Portland, OR (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

SKILLS

Technical Skills:

- Risk Assessment (Advanced)
- Negotiation (Experienced)
- Mergers and Acquisitions
- Due Diligence
- Employment Agreements

Industry Knowledge:

- Project Development
- Contract Auditing
- Risk Management

Tools and Software:

- ERP
- SAP
- Westlaw
- Microsoft PowerPoint
- Microsoft Project

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EDUCATION

Resume Worded University Bachelor of Arts

English and Communications
Boston, MA – May 2011

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- Certificate in Transactional Skills (CITS).
- Certificate in Business and Transactional Law.
- Certificate in Advanced Corporation Law.

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Zhe Xu



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Replace Your Salary With A System: Predictable Income From Repeatable Offers Sybex Books, 2025-06-24 You don't need a job. You need a system. *Replace Your Salary With A System* is a straight talking practical guide to building a repeatable digital business that generates predictable income without burnout, begging for clients or constantly starting from scratch. Your skills, experience and ideas already carry value. The problem is they're not structured to scale. This book helps you stop trading time for money and start building a revenue engine fueled by clarity, automation and strategy. Design a flagship offer. Build a lead flow that never dries up. Set up systems that run 24/7 so income isn't tied to your hours, energy or availability. Learn how to work less and earn reliably. Not through hype. Not through luck. But through frameworks that work week after week. Forget feast and famine launches. Forget chasing short-term wins. Build something that lasts so your income becomes as steady as your old paycheck but a lot more scalable. Freedom isn't found in quitting your job. It's found in building something better to stand on. And this is how you do it with structure, not stress.

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Asian Development

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InfoWorld ,2002-11-18 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

International Monetary Fund Internships , This comprehensive eBook helps you perform successfully in the IMF

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2004-2005 Margaret Riley Dikel,Margaret F. Dikel,Frances E. Roehm,2004 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper

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