

# 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.

# Resume Template Deal

**Tom Lichty**



## **Resume Template Deal:**

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**United Nations Internships: The Complete Guide**, This comprehensive eBook helps you perform successfully in the UN Internships selection process. It will introduce you to the complex UN System and its approach towards international development; it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview stage. Young people around the world look for internships at the start of their professional lives. Making a good choice at this time is important for personal development and the future of their careers. Selecting an internship at a suitable organization will also influence the possibility of being placed in the labor market and should not be underestimated. Our UN Internships eBook will help you with that. Without a doubt, the United Nations is a prestigious organization due to its fundamental role in maintaining global peace and security and promoting economic, social and sustainable development. In terms of representativeness and symbolism, this mission is enough for a significant number of people to dream about working at the organization. In addition, the UN provides a series of benefits to assist with their interns' development. As you read through our UN Internships eBook, you will see that the UN System offers internship opportunities for professionals from very diverse academic backgrounds. Therefore, the chances of you finding a vacancy that suits your profile are very high. Nonetheless, it is important to be aware that selection processes to become part of an international organization team are extremely competitive and for this reason, being well prepared is essential if you want to succeed. Our team is certain that you would like to be among the successful candidates and this is exactly why the OpenIGO Network has put this eBook together to help you secure the internship of your dreams. This manual will offer you preparation tips as well as detailed explanations and guidance for each phase of the UN Internship Selection Process; it will introduce you to the United Nations, which is a complex international organization and its organizational culture and values; it will give you detailed guidance on how to prepare your online application; provide an insight into where to look for vacancies and get you ready for the competency-based interview.

**Asian Development**

**Bank Careers** , This comprehensive eBook will help you to land your dream internship or job at the Asian Development Bank You will get acquainted with every ADB selection program and learn how to apply for them If you are seeking more information on how to kick start your career with the Asian Development Bank you have come to the right place Working for an organization such as the ADB is a dream for many The ADB combines good remuneration with a wide range of benefits in a meaningful work that can help millions of people improve their quality of life In addition working for the ADB means having a global career with a global reach in a multicultural and pleasant environment you will be able to construct influential networks and receive encouragement to develop professionally In pursuit of its mission the OpenIGO network has prepared ADB Careers This comprehensive eBook will help candidates navigate through the ADB s internships and job opportunities In order to start a career with the Asian Development Bank applicants must know what are the existing recruiting initiatives their eligibility criteria and the different stages of the selection processes as well as have a broad understanding of the culture and values of this complex international organization This book was written and revised by a team of professors human resources specialists and intergovernmental organization staff with a great deal of diligence

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

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,1993 Resumes For Dummies Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume **MS Word 2002, Complete** Stephen Haag,James T. Perry,2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS *Public Interest Job Search Guide* ,1995

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Jackson, Leona Jackson, 2003 Highlights career profiles of successful professionals in various occupations      **Career Exploration on the Internet** Elizabeth H. Oakes, 1998 The book contains URL s and descriptions of internet sites that deal with careers and job searches      **Guide to Internet Job Searching 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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small-scale rural settlements at local scale, e.g., at county ...