

ATTORNEY – BUSINESS LAW

Accomplished Attorney and Legal Executive with proven experience in providing guidance and managing contract and business law functions, as well as criminal and civil litigation. History of optimizing legal affairs through the development and implementation of internal processes and procedures. Collaborative business partner with expertise in case management activities, developing legal strategy, conducting legal research and drafting/negotiating various documentation. Recognized for delivering innovative legal and business solutions based on sound legal representation.

Areas of Expertise:

Business & Legal Affairs • Business Litigation • Contract Negotiation/Management • Due Diligence • Risk Mitigation
Strategic Planning • Process Improvement • Leadership Advisement • Regulatory Compliance • Legal Research
Business Advisory & Solutions • Inter-Agency Collaboration • Complex Negotiations • Strategic Legal Counsel

PROFESSIONAL EXPERIENCE

PUBLIC DEFENDER'S OFFICE, New York, NY

2016 – Present

Assistant Public Defender

Provide legal representation for indigent individuals charged with felony and misdemeanor offenses. Oversee criminal cases from start to disposition, including attending arraignments, drafting pleadings, negotiating pleas, reviewing warrants and affidavits, arguing motions and preparing trial strategy.

- Perform case management tasks to provide quality legal representation; conduct legal research, prepare witness interviews, prepare testimony and obtain expert witness depositions.
- Manage a high-volume caseload of up to 120 cases, developing strategies for ensuring desired outcome.
- Appointed as Lead Counsel for first-degree murder cases based on legal expertise.

THE LAW OFFICE, New York, NY

2014 – 2016

Attorney and Counselor at Law

Represented a diverse client base, providing counsel across civil, juvenile, criminal and business law. Managed all aspects of case management, including reviewing cases, conducting legal research, preparing documentation and communicating with all parties involved. Presented cases in general, criminal, chancery, appellate and juvenile courts.

- Delivered representation to small businesses, assisting them with drafting and negotiating various business documentation, including contracts and purchasing agreements.
- Facilitated the execution of licensing agreements for a small media production company to secure rights for broadcasting across various media formats.
- Liaised between clients and their vendors to coordinate the preparation and negotiation of contracts, ensuring favorable terms for both parties.
- Interacted with municipal agencies and governing boards to obtain licensures and permits for business clients to ensure overall compliance with regulatory standards.
- Provided probate and estate planning advisement for individual clients.
- Managed family law cases, including divorces, adoptions, custody disputes, child support, delinquent and unruly children, dependency and neglect matters and serving as Guardian ad Litem.
- Delivered full scope legal defense representation during felony and misdemeanor cases, including pretrial, trial and appellate activities.

LAW FIRM, New York, NY

2013

Associate Attorney

Provided legal representation for consumer debt defense cases within state general sessions, chancery and circuit courts. Delivered consumer asset protection for plaintiffs within federal court, performing all case management functions, including drafting legal documentation, conducting intake interviews, negotiating settlements and preparing trial strategy.

- Assisted with Chapter bankruptcy filings; drafted legal documentation and reports to facilitate process.