

JANE SMITH

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IN-HOUSE COUNSEL/CHIEF COMPLIANCE OFFICER

Corporate transactional attorney with strong commercial litigation background and proven experience in providing legal sound advice and counsel to executive leadership and organizations on a broad range of legal matters with an emphasis in business expansion, governance and compliance. History of leading corporate strategy, business transactions and complex litigation. Substantial background in reviewing, drafting, negotiating and managing commercial contracts, agreements and transactions. Recognized as proactive and pragmatic team leader with solid work ethic, known for exceptional written and verbal communication skills. Trusted by senior executives and stakeholders for identifying strategic business solutions to reduce legal risk and exposure while advancing corporate goals. Serve as a collaborative business partner, driving operational success through policy and process improvement.

Areas of Excellence:

Global Corporate Legal Oversight • Compliance & Governance • Contract Negotiation & Strategy • Data Privacy Due Diligence • Risk Management/Mitigation • Workforce Training • Leadership & Employee Relations • Business Leadership Policy & Procedure Development • Strategic Counsel & Solutions • Internal Investigations • Litigation Management • M&A

PROFESSIONAL EXPERIENCE

ABC SYSTEMS

2018 – Present

Chief Legal Officer/Chief Compliance Officer/Deputy General Counsel

Recruited into company and progressed through roles, taking on additional responsibilities to support operational, legal and compliance goals for this \$1B global leader in commercial laundry solutions. Serve as trusted legal and compliance executive who identifies and implements business-focused solutions, oversees business expansion, drives compliance functions and establishes internal controls to support operations across 15+ global locations. Partner with executive leadership to establish business strategy and risk mitigation plans, as well as to implement policy changes to meet corporate needs and targets. Coordinate quarterly and annual reports to owners in style required by SEC filings.

- Selected to take on role of Interim Chief Legal Officer to drive all legal functions in addition to compliance oversight.
- Founded Compliance Office, introducing enhanced training program to drive business-friendly compliance culture while also ensuring adherence with corporate requirements.
- Led investigation teams comprised of auditors, accountants, private investigators and specialty counsel. Investigations spanned all business units and levels of the company HR Org Architecture. Using outcomes, presented risk-based recommendations and remediation strategies to Audit Committee of Board of Directors and training for global workforce on compliance, ethics and fraud identification and mitigation.
- Established a culture of integrity and compliance through all aspects of the company's business; designed and implemented code of conduct education programs and led training sessions on conflicts of interest, cultural sensitivity and anti-harassment. Employee engagement and conduct measurably improved as demonstrated by a 70% increase in reports to company compliance hotline and a 32% reduction in terminable offenses.
- Led a large-scale transformation effort, extracting all retail operations from China while preserving manufacturing operations and launching franchise business model.
- Guided the executive leadership team through the acquisition of numerous strategic assets, working with stakeholders and cross-functional teams on risk analysis, financing, due diligence and post-acquisition integration.

ABC COMPANY, New York, NY

2016 – 2017

Managing Director, Legal/General Counsel

Hired to provide strategic leadership of the Legal department, including driving the design and execution of compliance, finance, M&A, real estate, litigation and intellectual property programs. Managed internal staff of 2, as well as outside counsel in all aspects of litigation, contract negotiations/disputes, employee matters and customer bankruptcies. Oversaw the management of company intellectual property, facilitated due diligence for acquisitions and directed all corporate legal work.

- Founded the Compliance and internal Legal functions, including introducing repeatable processes and procedures.