

# Jane Doe

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## PROFESSIONAL SUMMARY

Detail-oriented and analytical Corporate Law Associate with experience advising public and private companies on merger & acquisition transactions, corporate governance, and securities regulation. Adept at drafting legal documents, performing due diligence, and supporting complex deals from inception to closing.

## EXPERIENCE

### Corporate Law Associate | Smith & Partners LLP

Aug 2021 – Present

- Advised clients on mergers, acquisitions, and divestitures valued at over \$250M, including deal structuring and regulatory compliance.
- Drafted and negotiated stock purchase agreements, asset purchase agreements, NDAs, and ancillary transaction documents.
- Conducted legal due diligence and risk assessments for cross-border transactions.

### Legal Associate (Corporate) | Green & Black, P.C.

Sep 2018 – Jul 2021

- Supported senior counsel with public offerings, SEC filings, and corporate governance matters.
- Prepared board resolutions, annual reports, and compliance documentation for clients in various industries.
- Researched changes to federal and state corporate law regulations and advised clients accordingly.

## EDUCATION

### Juris Doctor (J.D.) | Columbia Law School, New York, NY

2015 – 2018

### Bachelor of Arts in Political Science | University of California, Berkeley

2011 – 2015

## BAR ADMISSION

New York State Bar — Admitted 2018

## SKILLS

- Mergers & Acquisitions
- Contract Drafting & Negotiation
- SEC & Regulatory Compliance
- Corporate Governance
- Due Diligence
- Legal Research and Writing

## PROFESSIONAL AFFILIATIONS

- American Bar Association – Business Law Section, Member
- New York State Bar Association – Corporate Counsel Section, Member