**Candidate Name**

**Experience**

**$60B Private Equity Firm**, New York, NY **April xxxx – Present**

*General Counsel*

* Advise on formation, structuring, operation and marketing of private equity, real estate, and infrastructure fund of funds, and direct private equity and co-investment funds including review of fund offering, governance and marketing materials.
* Draft private placement memoranda, limited partnership agreements, subscription agreements, side letters and investment management agreements for domestic and international private equity, venture, real estate, infrastructure and debt funds.
* Review, analyze and negotiate the investment of approximately 150 private equity, venture capital, real estate, infrastructure and debt funds annually in connection with the firm’s discretionary and advisory mandates.
* Negotiate, draft and close complex transactions including joint ventures, financing transactions, management buyouts, secondary acquisitions and subscription facilities.
* Draft and negotiate general corporate agreements including intercompany agreements and third-party service contracts.
* Advise on compliance matters on behalf of SEC-registered investment advisers such as Form ADV, Form PF, AIFMD and compliance manuals.
* Implement political contribution, gift and entertainment, personal trading, and other policies.
* Advise on strategies and policies to manage GDPR and cybersecurity risks related to the due diligence and investment processes.
* Develop client onboarding system to facilitate the KYC/AML process, improve the accuracy of clients’ regulatory and tax profiles and expedite the investment process.
* Assist in formulating due diligence process to incorporate ESG factors into investment analysis.
* Improved resource allocation and reduced risk through the development of a centralized portal to manage investment review, approval, and closings.
* Created online universal subscription agreement designed to streamline subscription process for proprietary and externally managed funds in partnership with The ID Register.
* Develop and implement various diversity and inclusion strategies and initiatives.
* Negotiate fund formation and asset acquisition and sale agreements including, LPAs, LLCAs, PPMs, side letters, commitment letters, stockholder agreements, and other transaction documents.
* Advise Group Heads and PMs on strategic and tactical planning.
* Advise fixed income trading desk with $50 billion allocation.
* Lead advisor on Dodd-Frank Act rules and regulator mandated new legal documents and structures.
* Advise compliance team on matters applying to registered fund manager.

**Top Tier Law Firm**, New York, NY **June xxxx – March xxxx**

*Corporate Associate, Private Equity Group*

* Represented private equity firms and their portfolio companies in leveraged buy-outs, mergers, roll-ups and securities transactions.
* Drafted and negotiated merger, asset purchase, stockholders’, financial advisory, confidentiality agreements and customary signing and closing documents.
* Advised public corporations on strategic corporate governance, including review of their hostile and unsolicited take-over defenses.

**Education**

**ABC University School of Law**, New York, NY **May xxxx**

*J.D.*

**XYZ University**, New York, NY **May xxxx**

*Bachelors of Arts Degree*

* Cum Laude
* Completed undergraduate degree in 3-years

**Bar Admission & Personal Interests**

Bar Admission: New York, xxxx
Volunteer Experience: Camp Horizons, New York – Associate Board Member (August xxxx – Present)
Hobbies: Snowboarding, scuba diving, surfing, contemporary art and chess