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Description automatically generated**Candidate Name**

**Experience**

**$50B Hedge Fund,** New York, NY **July xxxx – Present**

*Legal Counsel*

* Provide fund formation and structuring advice to a global fund manager with over 3,000 employees
* Assist on initiative to restructure share classes of flagship fund to promote longer-duration capital, including drafting and negotiating associated fund documents, side letters and platform agreements
* Review and approve investor communications, marketing materials and due diligence questionnaires
* Draft and negotiate employment agreements for over 75 portfolio managers, focusing on compensation terms, termination triggers, post-termination obligations and restrictive covenants
* Coordinate regularly with internal legal team of 15 attorneys worldwide to address various legal and regulatory issues affecting firm; manage external counsel globally to efficiently manage legal expenditure and effectively navigate local securities, employment, and other laws and regulations
* Liaise with and communicate relevant legal considerations and solutions to various internal departments, including senior management, investment professionals, business development, human relations, investor relations/capital development and marketing, accounting/finance, compliance, operations and middle/back office
* Collaborated with the General Counsel and the Chief Compliance Officer on a variety of strategic projects, such as the launch of an ERISA fund, a management company restructuring, the introduction of new share classes, succession planning and the establishment of a London office
* Drafted and updated fund documentation, including offering materials; managed fund governance processes; negotiated investor side letters; assisted with investor communications related to legal initiatives
* Drafted management company documents, such as operating agreements and compensation contracts
* Oversaw and completed regulatory filings, including Form ADV, Form PF and Form CPO-PQR; executed compliance monitoring program; optimized compliance-related processes
* Liaised across all departments of the firm; interfaced with outside counsel, fund directors, investors and counterparties; managed communications with counterparties related to operational due diligence, portfolio composition and financial leverage; maintained legal records and corporate documents
* Advised Global Heads of Operations, Investor Relations, HR, Risk, Finance, Investments and Tech on legal and compliance issues, as well as managed relationships with external fund directors.
* Drafted and negotiated all commercial contracts, including data and software licensing, cyber protection, recruitment, consulting, research and vendor contracts.
* Managed Restricted List, drafted and negotiated NDAs, and monitored daily trade blotter.
* Managed document production for SEC Cyber exam and mock audits, including findings remediation.
* Reviewed/ approved marketing materials and social media platforms for compliance w/relevant law.
* Drafted employment contracts and facilitated visa and sponsorship processes in the US and the UK.
* Drafted resolutions and board minutes and assisted with corporate governance projects.
* Updated firm’s policies and procedures, e.g., Global Compliance Manual and HR Manuals.
* Participated in due diligence meetings with investors and advised IR team on RFIs and DDQs.
* Trained/onboarded employees as to firm policies and procedures, including any breach remediation

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

*Associate*

* Represent fund sponsors in connection with the formation, structuring, marketing, management and regulatory compliance of private equity and similar funds.
* Draft and negotiate terms of offering memoranda, limited partnership agreements, investment management agreements, subscription agreements, investor side letters and ancillary documents in connection with the structuring, formation, operation and distribution of U.S. and international private offerings of private equity and similar funds
* Represented fund sponsors in connection with the formation of private investment funds.
* Drafted offering memoranda, limited partnership agreements, investment management agreements, subscription agreements, investor side letters and ancillary documents in connection with the structuring, formation, operation and distribution of U.S. and international private offerings of investment funds.
* Advised registered investment companies, registered investment advisers and business development companies in connection with the design and formation of investment funds and products, securities offerings, regulatory and compliance matters, transactions and other corporate matters.
* Representative matters included: hedge funds, private equity funds and hybrid funds including formation of new funds and revisions to the terms for existing funds, registration of investment advisers, compliance matters and ongoing advice.
* Drafted and reviewed numerous documents, including: organizational/formation documents, offering memoranda, supplements to offering memoranda, investment management agreements, limited partnership agreements, limited liability company agreements, memoranda and articles of association, due diligence questionnaires, side letters, subscription documents, managed account agreements, sub-advisory agreements, parent level agreements, employment agreements, confidentiality/NDAs, corporate resolutions, AML documents, placement agent agreements, compliance manuals, investor letters, marketing materials, blue sky filings and annual mailings to investors.
* Primary firm contact for various clients; liaise regularly with various parties that work at the client including GCs/investor relations/CCOs.
* Negotiated side letters and seeding arrangements with investors and maintained a side letter chart for various clients.
* Negotiated contracts on behalf of various clients with third party service providers, including administrators.
* Liaised with offshore counsel and the directors on behalf of various clients.
* Reviewed offering memoranda, operating agreements and subscription documents of underlying funds for clients.
* Maintained various checklists to ensure all documents are completed in connection with each matter.
* Prepared and amended Form ADV Part 1 and Part 2 and 13F, 13G and 13H filings, assisted in preparing Form PF filings, answered trading related questions and assisted counsel clients regarding CFTC/NFA filings.
* Analyzed and counseled clients on laws and regulations promulgated under the 1933 Act, the 1934 Act, the Investment Advisers Act of 1940, the Investment Company Act of 1940, the Commodity Exchange Act and various SROs.

**EDUCATION**

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

*J.D.*

* GPA: 3.69, Order of the Coif, Magna Cum Laude
* Dean’s List and Staff Member of the ABC Law Journal

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

*B.S. Political Sciences*

* GPA: 3.79, Top 10% of class
* Dean’s List, Member of the Golden Key National Honor Society and The National Society of Collegiate Scholars

**BAR ADMISSION**

Member of the New York State Bar, Admitted in July xxxx