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**Candidate name**

**Experience**

**Top Tier Law Firm,** New York, NY **January xxxx – Present**

*Associate*

* Work closely with front office personnel at private equity firms on leveraged buyouts and growth equity transactions; manage teams of junior associates and specialists in due diligence process; manage workflow throughout transaction; draft various agreements in order to effect buyouts and investments. Representative transactions include:
* Representation of healthcare focused private equity fund in $230 million leveraged buyout of generic pharmaceutical supplier. Drafted portions of stock purchase agreement; conducted due diligence; drafted employment agreements for management team; managed closing process.
* Representation of ABC Ventures as lead investor in aggregate $240 million series B convertible note financing for BigOnlineSite.com. Assisted in negotiating terms and drafted convertible promissory note.
* Representation of XYZ as lead investor in aggregate $65 million series B financing for ABC Communications. Drafted portions of stock purchase agreement and side letter with co-investors; negotiated investment terms with ABC Ventures as Series A investors’ representative.
* Manage firm relationship with New York Angel Investor; regularly assist portfolio companies with legal issues and build relationships for Top Tier Law Firm with early-stage technology community.
* Negotiate and draft principal documents for a variety of transactions, including mergers, stock and asset acquisitions and divestitures and corporate restructurings.
* Draft, review and negotiate ancillary documents including confidentiality agreements, consulting agreements and employment agreements.
* Primary client contact; manage junior associates and subject matter specialists; supervise due diligence process.
* Advise clients on matters related to corporate governance and subsidiary management and draft related documents.
* Negotiate and draft principal and ancillary documents for a variety of transactions, including mergers, stock and asset acquisitions and divestitures, corporate restructurings, joint ventures and take-privates.
* Engage in extensive client communication.
* Manage junior associates and subject matter specialists in connection with the preparation and negotiation of transaction documents, performance of due diligence and coordination of transaction signings and closings.

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

*Attorney*

* Experience in mergers & acquisitions, capital markets transactions, and fund formation.
* Representation of large institutional venture capital investor placing aggregate $30 million in venture capital firms.
* Representation of large dry bulk shipping company in initial public offering.

**Education**

**ABC Law School/ABC Business School**, New York, NY **May xxxx**

*J.D.*

Activities: Fellowship – Selective fellowship for students interested in technology/private equity careers;

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

*B.A., in Politics; cum laude*

**Bar Admissions**

New York (XXXX)

**Interests**

United States Women’s National Soccer Team; emerging companies and technology; reading and advising on screenplays.