

Robert Moore, JD

New York, NY | 123.456.7890 | email@email.com

Senior Corporate Counsel | Real Estate | Commercial Leasing

Dedicated, passionate, and intelligent Corporate Attorney and Senior Assistant General Counsel with 20+ years of experience providing legal oversight and representation for global enterprises. Highly skilled legal practitioner with expertise drafting, reviewing, and revising complex contracts and other legal documents. Exceptional communicator with talent for creatively resolving disputes and issues separating parties in negotiations. Solid business acumen and 'big picture' perspective, factoring risk profile into negotiations. Natural leader and team-builder; loyal to subordinates and respectful to all employees. Unmistakable professional integrity, unparalleled work ethic, and unwavering commitment to excellence.

Core Competencies

- *Zealous Legal Representation*
- *Commercial Litigation*
- *Dispute Resolution*
- *Commercial Lease Documentation*
- *Management of Outside Counsel*
- *Real Estate Law*
- *Contract Negotiation*
- *Strategic Planning*
- *International Agreements*
- *Real Estate Portfolio Management*
- *Budget Management*
- *Due Diligence*
- *Mergers & Acquisitions*
- *Legal Dept. Management*
- *Team Building/Leadership*

Selected Highlights

- Established a captive brokerage as a wholly-owned limited liability company within ABC Technology and acted as designated broker/manager to eliminate need for using outside real estate brokers.
- Acted as sole broker or co-broker for real estate transactions, generating substantial income and/or savings resulting from commissions. As co-broker for recent transaction in Northern California, realized profit of \$250K (25% of total commission).
- Performed all real estate legal work in-house for transactions within the U.S. and most transactions in foreign jurisdictions resulting in an 80% savings of ABC Technology's real estate budget.
- Defined monetary and risk value thresholds, drafted standard lease form, and developed training manual to authorize local business leaders to approve and execute lease documents, eliminating outside counsel fees and the need to dedicate internal legal resources.
- Led team that designed and implemented tools/processes to manage occupancy and track critical lease deadlines for several million square feet of leased space worldwide.
- Worked closely with corporate IT department to develop and populate a real estate database to replace outdated system and to enable generation of reports providing vital statistics and metrics.

Legal Experience

ABC Technology

New York, NY

1998 – 2016

Senior Assistant General Counsel | 2002 – 2016

Provided legal representation for global real estate portfolio comprised of capital and operating leases, owned properties, and ground leases in North America, Asia, Europe, and the Middle East. Developed legal and business strategy, drafted documentation, and negotiated legal/business terms of real estate transactions. Established real estate brokerage company and served as managing member and designated broker. Negotiated and documented legal/business terms for co-brokerage relationships and fee-sharing arrangements. Negotiated, drafted documentation, and conducted due diligence for domestic/international real estate M&A.

Assistant General Counsel | 1998 – 2002

Provided worldwide legal representation and oversight for construction, design, consulting, services, and commercial transactions. Played key role in developing and implementing corporate legal and business strategy for the supply of regulated/unregulated utilities. Provided legal services and directed work of outside counsel in negotiations with private/public utility suppliers and in proceedings before the Idaho Public Utility Commission.

ABC Electronics

1995 – 1998

New York, NY

Chief Corporate Counsel

Established and managed corporate legal department in a rapidly growing public company. Recruited five lawyers and support staff. Created tools, policies, and processes to provide legal services in a broad range of practice areas including mergers and acquisitions, real estate, general corporate, securities and SEC reporting, environmental, syndicated credit facilities, employment, and public utilities.

ABC, LLC

1991 – 1995

New York, NY

Associate Attorney

Represented commercial clients including the NY Public Retirement System and multinational corporations in all aspects of litigation before the Utah Supreme Court, trial and appellate state courts, and the Federal District Court for the District of NY.

United States District Court | District of New York

1990 – 1991

New York, NY

Judicial Clerk

Provided judicial support for the Honorable John Smith, drafting orders and opinions.

Volunteer & Community Development

Community Service | New York, NY

Volunteer: Donated substantial financial resources and volunteered for community service organizations.

Boy Scouts of America | New York, NY

Volunteer: Served in several volunteer positions in the Boy Scouts of America.

Education | Professional Development

University Law School—New York, NY

Juris Doctor

Harlan Fiske Stone Scholar

College University— New York, NY

Bachelor of Arts – Political Science | Summa Cum Laude

Four-year academic scholarship | Pi Sigma Alpha Honor Society – President

Faculty Lecturer

- Bar Memberships: NY (In-House Membership), NY, United States District Court for the District of NY
- Licensed Real Estate Broker – State of NY Real Estate Commission