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|  | Alta ParksAttorney |  |
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| Contact4567 Main StreetBrooklyn, New York 48127(718) 555 – 0100A.parks@live.comwww.linkedin.com/in/aparks | ProfileAnalytical, energetic, and detail-oriented attorney with broad and deep experience in business and real estate matters, including business formation, real estate transactions, distressed property, due diligence, permitting, contract and lease negotiations, and landlord/tenant. |
| Key SkillsLexis/NexisACRISWestlawExcellent oral and written communicationOrganized, diligent, and tenacious Activities and InterestsLiteratureEnvironmental conservationArtYogaSkiingTravel | ExperienceMarch 2014­­—PresentIn-house counsel • DEF Real Estate • New York, New YorkFor boutique real estate development firm, draft, negotiate and enforce leases and purchase & sale agreements. Negotiate purchase and sale contracts for residential and commercial properties, including foreclosures. Handle landlord tenant issues, including leasing, eviction, and dispute resolution. Research, analyze and apply state and local environmental, land use and zoning laws in relation to real estate and business development in the Northeast. Oversee due diligence on potential real estate purchase opportunities. Work with outside counsel on litigation, permitting and other specialized firm -related legal matters.  February 2012—November 2014Associate Attorney • Patricia Crosby Law firm • New York, New YorkRepresented and advised parties on small business and real estate and landlord tenant issues. Researched and analyzed a wide range of legal issues. Represented client in a corporate dissolution litigation and won a $25,000 supervised receivership and dissolution of corporation. September 2010—January 2012Junior Associate Attorney • Law Offices of Lawana McNeil • New York, New YorkResearched legal issues for senior counsel and assisted in representation of clients on a range of small business. Drafted legal memoranda. Second chair in a multi-million-dollar telecom litigation.  |
|  | EducationJune 2010Juris Doctor • BNC School of Law • Metropolis, New York, New York Real Estate clinic1st place in Moot CourtJune 2007Bachelor of Arts in Political Science • ABC University • Small Town, Massachusetts  |