

Work Experience Summary

NAME & ADDRESS

The following provides further detail regarding my work experience referenced in the attached resume.

Mergers and Acquisitions

Abc company.

- Have acted as lead counsel on 15 successfully completed acquisitions and divestitures from the letter of intent stage through to the closing of the transaction, including the divestiture of
- Coordinating work conducted by finance, treasury, operations and human resources personnel, and, where involved, external counsel, toward the successful completion of transactions.
- Drafting all transaction documents, including asset and share purchase agreements, non-competition agreements, employment contracts, consulting agreements and other closing documents.
- Obtaining necessary regulatory approvals.
- Performing legal due diligence.
- Advising senior management on legal issues and communicating regarding the progress of transactions and due diligence concerns.

ABC law firm

- Drafted transaction documents and acted as liaison among various parties in transactions.
- Assumed lead responsibility for due diligence reviews on behalf of acquirors.

Corporate Finance/Securities

ABC law firm

- Acted in numerous public financing transactions on behalf of issuers and underwriters in a variety of industries. The nature of such transactions included initial public offerings and the issuance of new equity, special warrants, installment receipts, debentures, medium term notes and royalty units.
- Coordinated the completion of a broad range of transactions, including public financing, takeover bids, private placements and securitizations. Responsibilities included preparation of closing documentation; communication with regulatory authorities and stock exchanges; and the management of work performed by clients, underwriters, local counsel and auditors.
- Drafted prospectuses, offering memoranda, underwriting agreements, security documents, opinion letters, orders and all manner of closing documents.
- Conducted due diligence and managed the due diligence process for both underwriters and issuers, including communication of results to senior officers of clients and senior counsel.
- Drafted information circulars and chief executive officers' speeches for annual and special shareholder meetings. Assisted clients in complying with regulatory requirements for such meetings.

Commercial Law and Real Estate

Abc co

- Drafting, negotiating and reviewing a wide variety of contracts including service contracts, consulting agreements, employment contracts, confidentiality agreements, real property leases, equipment leases, licensing agreements, loan documents, security agreements, guarantees, escrow agreements and settlement agreements. Advising management on legal issues associated with all of the above.
- Retaining and managing external counsel in connection with purchases and sales of real property

ABC law firm

- Conducted **legal research** on a broad range of topics

General Corporate/Corporate Secretarial Matters

Abc co

- Serving as corporate secretary of all subsidiaries in the divisions for which I am responsible.
- Drafting directors' and shareholders' resolutions and corporate documents.
- Overseeing the maintenance of corporate records and the management of annual filings, business name registrations, extra-provincial registrations and state registrations.
- Preparation of incorporation documents and bylaws.

ABC Law firm

- Drafted directors' and shareholders' resolutions and other corporate documents in connection with transactions.
- Preparation of information circulars and agendas for annual and special meetings of shareholders.

Litigation

Abc co

- Managing contract litigation and the work of external counsel.
- Negotiating and drafting settlement agreements.
- Communicating with and advising senior management regarding litigation.