

OLIVIA SMITH

Counsel

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www.qwikresume.com



PROFESSIONAL SUMMARY

Ambitious Counsel with two years of experience specializing in contract negotiation and regulatory compliance. Adept at analyzing legal frameworks to provide strategic solutions that enhance organizational effectiveness. Committed to fostering a culture of compliance and collaboration while mitigating risks and ensuring adherence to applicable laws.

WORK EXPERIENCE

Counsel
Maple Leaf Consulting
Apr / 2024-Ongoing
Toronto, ON

1. Participated in policy development and implementation.
2. Negotiated settlements and alternative dispute resolution agreements.
3. Authored and promoted compliance policies that improved adherence to regulations.
4. Examined local, state, and federal laws to maintain full compliance with all legal requirements.
5. Monitored changes in legislation affecting client operations.
6. Provided guidance on employment law and labor relations.
7. Assisted in the development of corporate policies and procedures.

Counsel
Lakeside Apparel Co
Apr / 2023-Apr / 2024
Chicago, IL

1. Advised stakeholders on relevant technical issues impacting their business area.
2. Collaborated with global teams to navigate complex legal engagements.
3. Built trust with teams and stakeholders through transparent communication.
4. Ensured adherence to the firm's code of ethics and business conduct.
5. Conducted legal research to support case strategies and compliance initiatives.

EDUCATION

Juris Doctor
University of Chicago Law School
Apr / 2022-Apr / 2023
Phoenix, AZ

Specialized in corporate law with a focus on contracts and compliance.

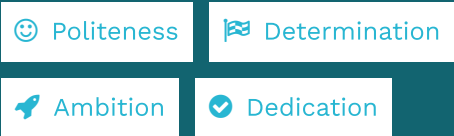
SKILLS



INTERESTS

- Woodworking Star Gazing
Theatre Architecture

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Successfully implemented compliance policies resulting in zero violations over 12 months.
- Drafted and negotiated over 30 contracts, ensuring favorable terms for the organization.