MELISSA GARCIA

Attorney

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|  | Contact 4567 Main Street  Brooklyn, New York 48127  718.555.0100  [www.resumeviking.com](https://www.resumeviking.com/templates/word/) |  | Profile Analytical, 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. |
|  | EducationJuris Doctor• June 20xxJasper University Manhattan, NYC, New YorkReal Estate Clinic 1st place in Moot CourtBA in Political science June 20xxMount Flores College Small Town, MassachusettsKey Skills Data analytics  Records search  Legal writing  Excellent communication  Organized Interests Literature  Environmental conservation  Art  Yoga  Skiing  Travel |  | ExperienceIn-house counsel • March 20XX—presentBandter Real Estate • NYC, New York For 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. Associate Attorney • Feb 20XX—Nov 20XXLuca Udinesi Law firm • NYC, New York Represented and advised parties on small business, 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. Junior Associate Attorney • Sept 20XX—Jan 20XXLaw Offices of Keita Aoki • NYC, New York Researched 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. |