
FOREIGN LAW SPECIALIST RESUME

Summary:

An outstanding professional with primary sources for the reference, research, and interpretation of foreign law matters; has connections with foreign legal concepts and practices with the political, social, economic, cultural, and other factors associated with a particular country's historical development; has been involved with the development and enhancement of the law library collection in their assigned areas of specialization; has participated in the survey the Law Library's collections, noting deficiencies, recommending acquisitions, and making assessments of the value and treatment of published legal materials; has also review incoming documents and assure appropriate disposition and technical processing, to make possible rapid and effective reference

Professional Experience:

Lead Foreign Affairs Officer January 2007 – Present
The Cambridge Group Ltd , Dallas, TX

Responsibilities:

- Led the team and the other personnel to follow company directives and business plan.
- Assisted in creating new conflict assessment, planning, and operations frameworks for deployment.
- Extended inputs on policy regulations to assist in operational planning, financial formulation and development.
- Assisted regional bureaus and other agencies in creating reconstruction, stabilization and conflict prevention methods.
- Performed extensive coordination prior to implementation to assess, plan, coordinate, execute, or support work in the region.
- Represented the director in regional meetings to set and formulate specific plans for deployments.
- Collaborated with chief executive to generate rapid feedback for advancing stabilization and reconstruction objectives.

Foreign Affairs Officer May 2004 – December 2006
SunTrust, Dallas, TX

Responsibilities:

- Represented the department at domestic, international meetings and bilateral negotiations.
- Performed research and testing on complex program issues, data analysis and provide recommendations.
- Administered other professional work in the direction of foreign affairs or the study of international relations.
- Prepared a wide range of technical and informational memoranda/letters and testimony drafts.
- Prepared agenda for the bilateral/multilateral meetings in accordance with department directions.

Employee Benefits Law Specialist February 1999 – May 2004
The Cambridge Group Ltd, Dallas, TX

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Foreign Affairs Officer May 2004 – December 2006
SunTrust, Dallas, TX

Education:

Masters Degree in Law, University of Iowa, 1999
Bachelors Degree in Law, Rockefeller University, 1994

Skills:

- Strong communication and problem-solving skills

- Recall of important details and to present complicated information
- Ability to analyze facts objectively and offer counsel and support to client
- Excellent analytical and interpersonal skills
- Knowledge in laws and regulations

Awards and Affiliations:

American Bar Association, Member

American Professional Association of Lawyers, Member

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