
In House Employment Lawyer Resume

Job Objective

Seeking In House Employment Lawyer position with a reputable firm.

Highlights of Qualifications:

- Extensive experience in providing legal opinions and interpreting internal policies
 - Sound knowledge of employment issues
 - Familiarity with legal research and analysis procedures
 - Immense ability to negotiate contracts
 - Good understanding of federal, state and local employment laws and regulations
 - Outstanding ability to provide legal service independently or in groups
 - Remarkable ability to draft legal documents
 - Proficient with MS products
 - Superior written and verbal skills
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Professional Experience:

In House Employment Lawyer
J. Crew Group, Inc., Baton Rouge, LA
August 2007 – Present

Responsibilities:

- Analyzed employment contracts and provided legal options.
- Interpreted employment laws to business management.
- Explained about new employment laws to staffs.
- Provided advice to management on labor relations matters.
- Managed employee on-boarding and off-boarding procedures.
- Identified professional development opportunities.
- Implemented process improvements to improve service deliveries.
- Recommended latest technologies to manage employee data.

In House Employment Lawyer
Paragon Legal Group, Baton Rouge, LA
May 2004 – July 2007

Responsibilities:

- Provided legal support for all employment matters.
 - Reported directly to Director of Legal Affairs.
 - Maintained good working relationship with legal team members.
 - Coordinated with external counsel for case management activities.
 - Identified potential risks and recommended remedial measures.
 - Ensured that employees follow company regulations.
 - Drafted appointments and termination letters.
 - Maintained all information secured and confidential.
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Education:

Master's Degree in Law
Central Arizona College, Coolidge, AZ
Bachelor's Degree in Law
National College, Lynchburg, VA

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