
Legal Officer Resume

Job Objective

To further improve my skills as a Legal Officer by working for a challenging organization with high goals.

Highlights of Qualifications:

- Wide working experience in law firm
 - Solid knowledge of investment banking and regulatory procedures
 - Strong knowledge of international legal procedures
 - Excellent ability to travel extensively and work independently
 - Superb ability to make appropriate judgment and decisions
 - Exceptional communication and computer skills
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Professional Experience:

Legal Officer

BarkerGilmore, LLC, Lanham, MD

August 2005 – Present

- Managed and supervised a legal house to provide advice on legal matters.
- Operated and managed international legal divisions
- Provided legal support and advice on matters pertaining to international investments.
- Provided expert advice on complex and difficult legal matters pertaining to international business
- Managed legal matters regarding international funds.
- Provided regulatory and legal advice to support international business operations.

Legal Officer

BNY Mellon, Lanham, MD

May 2000 – July 2005

- Designed and implemented regulatory and legal compliance policies.
 - Ensured employees complied with company regulations and compliance policies.
 - Supervised the administration of company policies and procedures.
 - Investigated and examined compliance issues and resolved all such issues.
 - Train employees on compliance topics and best practices.
 - Provided expert advice on business ethics and regulations.
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Education:

Bachelor's Degree in Law

Franklin and Marshall College, Lancaster, PA

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