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## Transactional Attorney Resume

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### Job Objective

To acquire Transactional Attorney position in which my skills and years of experience can help to increase the positive track record of the organization.

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### Highlights of Qualifications:

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- Remarkable experience drafting and negotiating contracts
  - Ability to negotiate contracts with manufacturers and vendors
  - Good understanding of contract law and software licensing
  - Excellent writing and communication skills
  - Good analytical and interpretation skills
  - Ability to take independent and decisive action
  - Ability to work in fast paced, deadline driven environment
  - Ability to prioritize and handle multiple tasks
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### Professional Experience:

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Transactional Attorney  
Adams & Martin Group, Portland, OR  
August 2007 – Present

- Drafted and negotiated relating to sale of products and services.
- Advised and counselled on all aspects of business.
- Managed outside counsel in support of the foregoing.
- Processed improvements and business development generally

Transactional Attorney  
Kimco Realty Corporation, Portland, OR  
May 2004- July 2007

- Created and updated contract templates, and terms and conditions.
  - Prepared and delivered educational materials to support clients.
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### Education:

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Bachelor's Degree in Criminal Justice  
Southeast Arkansas College, Pine Bluff, AR

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