

Client Name, J.D. & MBA

Contact information

Summary of Qualifications

As a legal / financial professional, I have developed expertise in contract management by working within corporate governance, compliance and regulatory agency specifications. Through multiple roles that reflect increasing knowledge as well as responsibility, I am expert in handling complex contractual issues, long-term planning, financial analysis and business strategy. An experienced manager, I have led teams of 10+ professionals.

Notable Accomplishments

- Contributed to GM's business strategy by authoring feasibility study on anti-lock brake systems
- Reduced costs for outside counsel by successfully negotiating alternative fee structure legal services contracts
- Improved accuracy of quantifying cost of design changes for auto manufacturer through management of team of cost analysts
- Managed details of retail sales contracts for use in 50 states and the D.C. for GMAC
- Designed corporate regulatory filing database for GMAC in order to track state and local licenses

Professional Experiences

General Electric Company (GE Capital Americas)

2006 - -present

Legal Department – Franchise Finance

- Member of Big Data Business Analytics Team for GE Capital – Americas
- Perform legal review of contracts, NDAs, subpoena production, litigation documents, corporate governance matters, outside counsel retention
- Analyze expenses and legal accrual preparation for GE Capital Franchise Finance Corp, subsidiaries and affiliates
- Liaise with sales, marketing and risk management to negotiate NDAs

General Motors Acceptance Corporation (GMAC)

1989 - 2006

Senior Paralegal

(assumed positions of increasing responsibility in Financial Planning, as well as Offices of Corporate Secretary and General Counsel)

- Responsible for corporate governance issues, such as by-law interpretation, Board and committee actions, delegations of authority
- Coached multidisciplinary team in development of streamlined billing process using GoFast! tool
- Provided legal assistance to commercial lending centers in the US, including subpoena duces tecum responses and interpretation of Article 9 of the UCC
- Handled inter-creditor, security interest subordination, debt subordination; Independent Contractor agreements; Stock Pledge and Security agreements; and forbearance and voluntary surrender agreements
- Assessed statutory and regulatory requirements related to GMAC branch licenses
- Reviewed state laws to assess statutory and regulatory requirements

- Supervised 10-person staff in preparation of financial forecasts and projections
- Analyzed actuals vs. forecasts for consolidated GMAC operations (financing, mortgage, and insurance)

General Motors, Office of the General Counsel

1988 – 1989

- **Legal Assistant**
Assisted attorneys with providing legal advice to GMAC
Prepared contracts for use in 50 states (and D.C)
- Monitored litigation (including settlement recommendations)

Early Career Experience

General Motors – Corporate Headquarters, Financial Staff Assistant, Fisher Body Division – Senior Cost Accountant / Supervisor

Education

Wayne State University Law School

J.D.

Case Western Reserve University

MBA - Finance

Kettering University

B.S.

Industrial Administration

American Institute for Paralegal Studies

Legal Assistant

Training

Lean Six Sigma Awareness

GMAC GoFast! Coaches' Clinic (similar to Six Sigma)

GMAC Management Development Series training

Competition Law and Compliance

Skills

MS Office Suite, DOCSOpen, LEXIS/NEXIS

Spanish – advanced proficiency