

## Professional Experience

### Staff Attorney

Girardi & Howell PC, Albuquerque, NM | May 2020 to present

- Represent clients in complex negotiations related to commercial leasing, mergers, and acquisitions
- Draft and review legal agreements to ensure terms are fair and legally compliant
- Supervise and performance-manage one paralegal and two legal assistants

### Highlights:

- Assisted clients with saving an average of 28% on their commercial rents
- Enhanced the firm's reputation by delivering presentations on business contracts, commercial property, and other key topics at meetings of professional associations
- Helped a restaurateur break their lease with no penalties, due to a breach of contract by the landlord

### Legal Intern

Mirage Real Estate, Albuquerque, NM | January 2020 to May 2020

- Helped staff attorneys draft contracts and prepare for closings on commercial real-estate purchases
- Gathered and distributed documentation to attorneys, mortgage brokers, and others involved in property transactions
- Attended closings and helped staff attorney prepare final documentation

## Education

### Juris Doctor

University of New Mexico School of Law, Albuquerque, NM | 2020

- 3.82 GPA | magna cum laude
- Served as Editor-In-Chief of the UNM Law Review. Distributed research assignments; edited submissions for clarity; ran editorial meetings; and collaborated with writers, editors, and graphic designers to publish each issue on time.

# Michael Francis

Albuquerque, NM 87109  
michael@example.com  
(123) 456-7890  
[www.linkedin.com/example](http://www.linkedin.com/example)

Bar-admitted attorney with three years of experience negotiating business contracts and commercial leases.

## Key Skills

- Contract and lease negotiations
- Dispute resolution
- Legal document preparation
- Professional courtroom practices
- Public speaking and presentations
- Rules of civil procedures