

Amina Tariq

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SUMMARY

Experienced Legal Counsel with over 7 years of expertise in corporate law and compliance. Proven ability to mitigate risks and ensure legal protection for organizations. Strong communicator with excellent negotiation skills and a track record of successful contract management.

EXPERIENCE

Senior Legal Counsel

Jan 2022 - Present

Tech Innovations Inc., San Francisco, CA

- Reduced contract negotiation time by 30% by streamlining approval processes and implementing a new digital contract management system.
- Successfully led the legal team in a corporate restructuring that saved the company \$1.2 million in potential liabilities.
- Developed and executed compliance training programs that increased employee adherence to legal regulations by 25%.

Legal Counsel

Jul 2018 - Dec 2021

Global Financial Services, New York, NY

- Advised on regulatory compliance matters that helped avoid \$500,000 in fines.
- Drafted and negotiated over 100 contracts resulting in improved terms and reduced cost by 15%.
- Collaborated with cross-functional teams to implement GDPR compliance strategies that enhanced customer trust.

Associate Attorney

Aug 2015 - Jun 2018

Smith & Johnson LLP, Los Angeles, CA

- Assisted in litigation cases that resulted in a 90% success rate in court.
- Conducted legal research and wrote briefs that contributed to favorable outcomes for clients, saving them over \$300,000.
- Participated in community outreach programs to promote legal awareness and access to justice.

EDUCATION

Bachelor of Science in Political Science

May 2015

University of California, Berkeley, Berkeley, CA • GPA: 3.8

SKILLS

Technical Skills: Contract Drafting, Legal Research, Regulatory Compliance, Risk Management

Tools & Frameworks: LexisNexis, Westlaw, DocuSign