

NANCY SMITH

6100 Any Avenue, Anywhere, PA 19131 Phone: 222.222.2222 Email: nancysmith@anyserver.com

Dynamic attorney, negotiator, organizational consultant and trainer with over 20 years of high-performance leadership, transactional and managerial experience in corporate, government, political, educational and community organizations

KEY ACCOMPLISHMENTS

Strategic Planner

- Key participant of team responsible for developing strategic management and operational goals and implementation plan for corporate legal department
- Develop short-and long-term candidate recruitment and election strategies to achieve shifts of political power and/or maintain power

Leader, Manager and Organizer

- Developed campaign strategies that led to 2008 election of several state and county officials
- Managed relationships with key suppliers and consultants, providing legal counsel and advice that resulted in reduced costs and increased organizational efficiencies
- Developed strategy, policy, training and execution plan for corporate records retention program
- Successfully managed professional and hourly employees at all levels, encouraging a win-win team environment that values and empowers all staff members while meeting objectives and budgets

Facilitator and Trainer

- Created and deliver top-notch local candidate development program praised by national management and recommended as model for other divisions
- Developed and delivered record retention training program for 2,000 corporate employees
- Instructed law school students in legal research and writing

Expert Counsel and Negotiator

- Drafted and negotiated service agreements with large corporate clients in 75 markets nationwide that contributed to four consecutive years of increased revenue growth
- Provided election and lobbying law counsel to corporate client; formed and managed political action committee, generating participation from 100% of senior management
- Successfully represented Commissioner of Revenue in corporate, sales and income tax cases; managed average personal docket of more than 100 cases
- Selected to serve on special acquisition integration team to secure government regulatory approvals, negotiate utility permits and secure railroad easements and rights-of-way

CAREER PROGRESSION

CONFIDENTIAL (Jun. 2008 - Apr. 2009)

Colorado Political Director (Jun. 2008 - Mar. 2009)

Pennsylvania Political Director (March 2009 - April 2009)

- Delivered innovative candidate development curriculum covering all aspects of campaign planning
- Presented political landscape analysis to community organizations, political parties and elected officials
- Recruited candidates for state and local political office

CONFIDENTIAL (May 2007 - current)

- Top performing sales professional in 2009, assisting clients in creating and selecting planning systems, publications, workshops and other products to maximize their personal and organizational effectiveness.

NANCY SMITH

Phone: 222.222.2222 Email: nancysmith@anyserver.com Page 2 of 2

CAREER PROGRESSION...continued

CONFIDENTIAL, Anywhere, Colorado (Aug. 1998 -Feb. 2008)

- Associate Counsel (2003 -2008)
 - ✓ Principal legal counsel for Channel Sales, Marketing and Corporate Communications
 - ✓ Managed company's docket of trademarks and intellectual property
 - ✓ Formed and administered company's first ever Political Action Committee
 - ✓ Supervised and managed relationships with contract attorneys and outside counsel
- Senior Manager, Regulatory (1999 -2002)
 - ✓ Analyzed state and federal regulatory proceedings; drafted and filed tariffs and price lists
 - ✓ Negotiated transfers of railroad rights-of-way, easements, leases, municipal franchises and telecommunications licenses as part of core integration team
 - ✓ Received Summit of Leaders Award for Outstanding Performance
- Manager, Supplier Management & Contract Administration (1998 -1999)
 - ✓ Enforced and administered multimillion dollar strategic agreements with key vendors
 - ✓ Advised executive management of opportunities for added efficiencies in strategic relationships
 - ✓ Supervised contract administration staff

CONFIDENTIAL, Anywhere, Tennessee (1992 -1998)

- Held progressively challenging positions from Regional Operations Manager to Senior Manager, Finance in top-ten division of the nation's largest cable television company

State Department of Revenue, Confidential - Tax Counsel (1987 -1992)

- Represented State in corporate, income, sales and bankruptcy tax cases
- Negotiated litigation settlements
- Drafted legal opinions and legislative recommendations
- Managed litigation component of successful asset seizure program

Confidential University - Instructor, Legal Writing (1993 - 1998)

Confidential School of Law - Instructor, First Year Legal Writing (1989 -1992)

EDUCATION

- **Master of Telecommunications**, Confidential University
- **Juris Doctor**, Confidential University
- **Bachelor of Arts - Telecommunications**, Confidential University

COMMUNITY AND CHARITABLE ACTIVITIES

- Leadership Board, American Diabetes Association - Colorado
- Victim Impact Panel Volunteer, Mothers Against Drunk Driving
- Speaker, Business Law, Columbine High School