**[Legal Counselor](https://www.postjobfree.com/resume/ad1euj/legal-counselor-queens-ny-11373)**

**Location:**Queens, NY, 11373

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**Contact Info:**

masoudhegazy@hotmail.com

+1-718-305-0007

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**Resume:**

?MASOUD HEGAZY

51-33 Codwise Place ? Elmhurst, NY 11373

(+1) 718-305-0007; Email: masoudhegazy@hotmail.com

ATTORNEY/LEGAL ASSISTANT/SOLICITOR/LEGAL ADVISOR

CAREER HIGHLIGHTS

?A competent professional with 12 years of experience in the Legal fraternity

?Represented corporations and other businesses in commercial transactions, litigation matters, and at administrative

hearings, individuals in matrimonial, family, personal injury and trusts and estates cases

?Managing the commercial and intellectual property aspects in due diligence.

?Proven track record of handling major commercial transactions, securities, mergers and acquisitions, corporate

governance issues for clients including banks and investment funds

?Successfully negotiated complex $5 million deal involving personal injury settlement and sale of municipal

property to developer

?Educating and advising internal departments around legal requirements.

?Drafting, reviewing and negotiating contracts with third party suppliers.

?Defended individual white collar and corporate criminal defendants in all stages of proceedings, from investigation

through trial and sentencing, in misdemeanours and felonies, including larceny, embezzlement, robbery, forgery,

bribery, and homicide

?Contributed dynamic leadership skills toward managing 7 employees, with strong focus on boosting performance

and quality

?Mentored and supported team members by playing an instrumental role in the development of top performing

staff

?Implemented new filing system that resulted in increased office efficiency

?Spearheaded the removal of a corporate shareholder from employment, which included drafting necessary

resolutions to remove shareholder from the board of directors and as an officer of the corporation

?Served as Primary counsel for corporation with real estate holdings of $8,000,000

?Presenting and summarizing cases to judges and juries.

?Litigated ten trials to verdict

Areas of Expertise

?Legal Research. Commercial Transactions.

?Drafting Legal Documents. Documents Filing.

?Negotiation Skills. Team Management.

?Client Counselling. Leadership Acumen.

?Litigation Matters. Statutory Obligations.

?Interpreting Laws. Contract Negotiations.

?Negotiating Civil Disputes.

EXPERIENCE

Arkadia Non-Profit Organization, Queens-New York-USA May 2017- present

Legal Consultant

?Developing organizational documents such as articles of incorporation, by-laws and trusts

?Providing recommendations to the organization president, and executive committee concerning any legal

issues that may arise

?Drafting, reviewing and revising the organizational contractual agreements

?Providing advice in the areas of contractual or other dispute resolution, employment, benefits or any other as applicable

?Collaborate with management to devise efficient defense strategies

?Give accurate and timely counsel to executives in a variety of legal topics (lobar law, partnerships,

international ventures, and corporate finance

?Specify internal governance policies and regularly monitor compliance

?Provide clarification on legal language or specification to everyone in the organization

Law Office Of Levan Natalishvili. Immigration Attorney. NY. NY. Sep2014-March 2017

Immigration Paralegal

. Served as liaison between clients, healthcare providers, and court staff.

. Conducted presentation regarding immigration issues in various venues.

. Researched legal issues thoroughly and prepared advice memos.

. Assisted Clients with preparation of immigrant (EB-1, EB-2, EB-3) and non-immigrant petitions (H- 1B, TN, L-1 and Q-1).

. Assisted clients with preparation of adjustment of status and naturalization applications.

. Conducted legal search and analysis, prepared case summaries, and developed case strategy.

Harris Firm LLC, NY, NY. May 2012- July 2014

Personal Injury Paralegal

. Drafted different types of legal documents, including correspondence, depositions, pretrial forms, and legal briefs.

. Conducted legal documents research, ensuring completion of service of process, acquiring 4 partner commendations for work quality.

. Managed file organization, ensuring timely resolutions of claims and causes of action.

. Collaborated with the legal team, taking a leadership role in delegating assignments to 5 + assistants and secretaries.

Criminal Court, Suffolk County, Central Islip, NY

Judicial Intern to the Honourable Salvatore A. Alamia, District Court Judge Dec 2008?D 2011

?Conducted legal research and drafted memoranda, motions, and briefs. Interviewed witnesses.

?Communicated with police officers to review case facts, completed orders of protection.

?Provided litigation support services to four assistant district attorneys in court.

?Retrieved Records and maintained court calendar.

?Participate in misdemeanour cases from inception through disposition

?Attending both felony and misdemeanour arraignments and following each case through the entire conference stage .

?Attending various types of hearings/trials and chambers conferences with judges and attorneys

?Prepare notes on trials for the judge's use to determine resolution to the cases.

Legal Aid Society of Suffolk County, Central Islip, New York

Legal Intern JAN 2008?Dec 2008

?Assisted in preparing client?s documents and case files during arraignments and hearings

?Involved in conferencing for plea negotiation along with the assistant district attorney, as well as clients in and out of custody

?Assisted in hearings and trials

?Evaluated and discussed charges against client

. Participate in all aspects of litigation including, but not limited to client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both state and federal court; to appear at administrative hearings.

Nader& Hegazy LLP. Cairo/ Alexandria Egypt? Sep 1996-Feb 2005

PARTNER

represented corporations and other businesses regarding commercial transactions, litigation matters, and administrative hearings.

?Negotiated business transactions and drafted all legal documents

?Represented individuals in matrimonial, family, personal injury, Commercial& business Transactions, trusts and

estates, contract, Bankruptcy, Land Lord& Tenants, and Labor cases.

?Counselled management regarding legal ramifications of business decisions

?Acted as General Counsel for ALSAFA Corporation and Naderco Industries, Inc.

?Represented corporations in commercial transactions

Defended individual White collar and corporate criminal defendants in all stage of proceedings from investigation through trial and sentencing in misdemeanors and felonies including larceny? embezzlement, forgery, bribery and homicide.

?law Office of Rafat T. Nowar, P.C. Alexandria, Cairo, Egypt ~ Attorney ~ Aug 1991?Aug 1996

Managing Attorney and counsellor at law

ACADEMIC CREDENTIALS

Master of Law, cum laude Aug 2007-Jan 2009

Touro College Jacob D. Fuchsberg Law Center, Central Islip, NY

Class Rank: Top 5%

Honours: Dean?s List (2007-2009)

Awards: CALI Award for Academic Excellence in Civil Procedure

Activities: Touro Law Center Alumni Council (Present);

Law Of Contract; Certificate Program/ Course specializing in Contract Law CLASS OF 2016

Harvard University. USA

International Law; Certificate Program/Course specializing in the international Law CLASS OF 2017

Universite Catholique De Louvain

Bachelor of Law Aug 1986?Nov 1991

Alexandria University, College of Law, Alexandria, Egypt

OTHERS

Bar Admissions: Egyptian Court of Appeals, Egyptian Administrative court Affiliations: Suffolk County Bar Association (USA); Egyptian Bar Association Computer: Microsoft Windows and Office Suite, and Internet applications Membership: International Bar Association (IBA),

National Notary Association (Notary Public),

Member of the NGO Coalition for the International Criminal court,

Project Management Institute (PMI)

Languages: English, Egyptian and Arabic

References available on request