

Leonardo Velasquez

📞 (202) 555-7314 ✉ leonardo.velasquez@example.com 🔗 linkedin.com/example/leonardovelasquez 📍 Washington, DC 20001

SUMMARY

Legal professional with more than 10 years advising financial organizations on **corporate governance, fiduciary responsibilities, investment products**, regulatory frameworks, and corporate legal operations. Supports directors, trustees, executives, governance committees, compliance partners, and internal legal teams through clear analysis and practical guidance. Experience includes board materials, **corporate secretary functions**, governance documentation, policy development, legal memoranda, regulatory interpretation, and sensitive matters involving multiple stakeholders. Brings sound judgment to complex organizations, translating regulatory requirements into workable decisions and consistent processes. Strong communication skills support productive relationships with senior leaders and specialist advisers. This background can help a governance team protect fiduciary standards, improve board readiness, and make well reasoned decisions across investment product and regulatory matters.

EXPERIENCE

Associate General Counsel, Fund Governance

January 2020 - Present

Harborstone Asset Management

Washington, DC

Leads legal support for executive leaders, **governance committees**, investment products, regulatory matters, and **corporate documentation**. Partners with compliance and business teams on policy decisions, operational effects, and sensitive matters.

- Advised executive leaders on fiduciary obligations, **regulatory requirements**, and governance decisions affecting **investment products**.
- Prepared **board materials** and corporate records, giving committees clearer documentation for sensitive governance matters.
- Analyzed investment product questions against applicable regulations, guiding practical recommendations for business and legal teams.
- Partnered with compliance specialists on policy changes, identifying operational effects before implementation across governance activities.
- Created legal guidance documents that brought greater consistency to recurring governance reviews and advisory requests.
- Managed sensitive legal matters involving **executives**, compliance partners, and multiple internal stakeholders across business functions.

Senior Corporate Counsel, Governance

July 2016 - December 2019

Northbridge Investment Advisors

Arlington, Virginia

Provided corporate legal counsel for governance, contracts, regulatory interpretation, strategic initiatives, and committee operations. Coordinated internal leaders and external counsel while improving recurring advisory workflows.

- Advised business leaders on **corporate governance**, contracts, and **regulatory interpretation** during strategic initiatives.
- Reviewed new business proposals, identifying legal considerations and implementation requirements before leadership approval.
- Prepared executive briefings and legal memoranda that supported timely decisions on complex organizational matters.
- Coordinated external counsel on specialized regulatory questions, keeping internal stakeholders aligned on recommended actions.
- Prepared governance committee meetings with organized materials, **legal analysis**, and complete **corporate documentation**.
- Improved recurring legal advisory workflows, helping teams receive clearer guidance with less administrative friction.

PROJECTS

Investment Product Governance Review 📅 2024

Reviewed governance materials for investment products and translated regulatory considerations into practical guidance for senior stakeholders. Clear communication helped support informed fiduciary decisions.

Corporate Governance Guidance Framework 📅 2022

Developed reusable legal guidance for recurring governance activities, giving compliance and business teams a consistent reference for policy questions and operational review.

LEADERSHIP & AWARDS

- Recognized by senior stakeholders for clear counsel on fiduciary responsibilities and regulatory matters.
- Selected for trusted support of governance committees, executive briefings, and sensitive legal matters.
- Leadership contribution included coordinating legal, compliance, business, and external counsel perspectives.

EDUCATION

Juris Doctor

2016

George Mason University GPA: 3.5

Fairfax, Virginia

Coursework: Corporate governance, fiduciary law, securities regulation, legal research

CERTIFICATIONS

- Attorney License 📅 2016
- District of Columbia Bar Admission 📅 2016

TECHNICAL SKILLS

- **Governance Documentation:** Board materials, corporate records, committee minutes
- **Fiduciary Law:** Fiduciary duties, trustee oversight, director responsibilities
- **Investment Products:** Investment funds, product reviews, product governance
- **Regulatory Analysis:** Regulatory interpretation, regulatory frameworks, legal analysis
- **Corporate Secretary Functions:** Board calendars, meeting records, governance filings
- **Legal Research:** Statutory research, case research, legal memoranda
- **Policy Development:** Policy drafting, policy review, operational impact assessment
- **Contract Review:** Contract analysis, risk review, business terms
- **Executive Advisory:** Executive briefings, strategic advice, decision support
- **Stakeholder Coordination:** Compliance teams, business teams, external counsel

SKILLS

- | | | | |
|--------------------------|-----------------------|---------------------------|-------------------------|
| • Corporate Governance | • Board Support | • Strategic Advising | • Board Matters |
| • Fiduciary Advising | • Regulatory Analysis | • Executive Communication | • Corporate Secretary |
| • Investment Regulations | • Policy Development | • Legal Judgment | • Regulatory Frameworks |
| • Legal Research | • Contract Review | • Investment Products | |

PROFESSIONAL AFFILIATIONS

- Member, District of Columbia Bar, supporting continued legal practice and professional growth.
- Participant, corporate governance and investment law professional forums, sharing practical perspectives with peers.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST