

Nadia Contreras

Deputy City Attorney, Transactional

📞 (562) 555-6724

✉️ nadia.contreras@example.com

🌐 linkedin.com/example/nadiacontreras

📍 Long Beach, CA 90802

STRENGTHS

- 🛡️ **Practical Risk Advice**
Translated complex contract and regulatory issues into clear options, helping officials make defensible decisions under pressure.
- 👥 **Public Sector Counsel**
Advised officials and department staff through sensitive transactions, earning trust by keeping recommendations useful and grounded.
- 🏗️ **Transaction Leadership**
Moved agreements from early structure through administration, and teams relied on steady guidance when terms became difficult.
- 🔧 **Dispute Strategy**
Connected claims with contract language and project records, giving clients a calmer path before disputes grew.
- ♥️ **Legal Writing**
Prepared concise memoranda and governing materials that made dense legal analysis easier for non attorneys to act upon.
- 🗣️ **Collaborative Counseling**
Worked across procurement, property, and operations teams, listening first and shaping advice around practical business needs.

SKILLS

Municipal Law Airport Law

Business Law

Contract Negotiation

Legal Drafting Public Procurement

Real Estate Law

Contract Administration

Claims Analysis Land Use

Environmental Law Insurance Law

SUMMARY

California licensed municipal and **transactional** attorney with 10 years advising public agencies, governing officials, executives, and business stakeholders on complex contracts, procurement, **real estate**, infrastructure, and regulatory matters. Guides projects from early structuring and competitive solicitation through negotiation, drafting, administration, claims analysis, performance issues, and dispute resolution. Drafts and interprets leases, licenses, permits, construction agreements, concession arrangements, service contracts, and other property documents. Translates statutory, contractual, regulatory, and litigation risk into practical recommendations for **public officials**, department staff, and operational leaders. State and federal litigation experience strengthens preventive counseling and dispute strategy. Clear legal writing, sound judgment, persuasive **oral communication**, and collaborative client service support defensible public sector decisions across transportation and commercial environments.

EXPERIENCE

Senior Deputy Counsel, Transactions

Coastal Transit Legal Authority 📅 January 2024 - Present 📍 Long Beach, CA

Lead transactional counsel for public infrastructure, commercial property, procurement, and vendor matters. Advise executive staff and governing officials across **project structuring**, contracting, administration, claims, and dispute resolution.

- Structured construction agreements for public infrastructure projects, aligning procurement requirements with practical delivery risks.
- Negotiated **leases** and **licenses** for public facilities, clarifying access rights, insurance, defaults, and tenant obligations.
- Advised **procurement** teams on solicitations, bid protests, evaluation issues, and defensible award documentation.
- Analyzed contractor **claims** through agreement language and project records, preserving options for negotiated resolution.
- Presented concise recommendations to officials and department staff, translating statutory and contractual risk into decisions.
- Reviewed **permits** and operating arrangements, connecting commercial terms with regulatory and operational requirements.

Deputy Counsel

Harbor Municipal Counsel Group 📅 July 2021 - December 2023 📍 San Pedro, CA

Served as primary adviser for municipal commercial agreements supporting transportation facilities, public property, construction, and revenue generating operations. Counseled managers and public officials on transactions, performance matters, property issues, and settlement strategy.

- Negotiated **concession agreements** covering rent, maintenance, indemnity, **insurance**, termination, and performance standards.
- Reviewed procurement packages before solicitation, identifying contract risks that could complicate award or administration.
- Guided managers through amendments and performance deficiencies, grounding options in agreements and project records.
- Analyzed **land use** and environmental questions affecting municipal facilities, coordinating input across legal disciplines.
- Prepared governing body materials and memoranda, making complex legal reasoning accessible for public decision makers.
- Addressed **landlord tenant** and property questions, helping departments resolve operational concerns before escalation.

Associate Attorney, Municipal Transactions

Westshore Public Agency Law 📅 September 2018 - June 2021 📍 Torrance, CA

Lease Interpretation Legal Writing

Oral Communication

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Senior Deputy Counsel,
Transactions at Coastal Transit
Legal Authority (2.8 Years)

- Deputy Counsel at Harbor Municipal Counsel Group (2.4 Years)

● Associate Attorney,
Municipal Transactions at
Westshore Public Agency Law
(2.8 Years)

- Associate Attorney at Mesa & Ortega LLP (1.8 Years)

Advised public agency clients on procurement, public works, property use, professional services, and operational transactions. Drafted agreements and delivered practical research supporting negotiations, administration, dispute assessment, and legally sufficient public decisions.

- Drafted **construction contracts** with clear scope, payment, insurance, indemnity, remedies, and termination provisions.
- Supported **competitive bidding** by reviewing solicitation terms, bidder questions, exceptions, and final agreement language.
- Researched municipal authority and regulatory requirements, converting findings into concise guidance for agency staff.
- Evaluated early contract **disputes**, organizing records and legal issues for **negotiation** or litigation decisions.
- Communicated with managers and opposing counsel during revisions, building independent judgment on complex assignments.
- Prepared permits, leases, **licenses**, and amendments supporting public property use and service delivery.

Associate Attorney

Mesa & Ortega LLP 📅 October 2016 - August 2018 📍 Pasadena, CA

Represented municipal and special district clients in contract disputes, administrative proceedings, and business related litigation. Developed foundational experience in public law, real property, land use, insurance, advocacy, and preventive client counseling.

- Drafted pleadings and motions for California state and **federal courts**, strengthening written advocacy and issue analysis.
- Researched contract and real property questions, informing litigation strategy and preventive **client counseling**.
- Reviewed project records for notice, indemnity, performance, and evidentiary issues before claims advanced.
- Prepared hearing materials with authorities, exhibits, witness information, and concise summaries of disputed issues.
- Supported administrative proceedings involving public agency decisions, preserving organized records and clear legal arguments.
- Communicated with agency staff, opposing counsel, and court personnel while managing concurrent deadlines.

PROJECTS

Municipal Airport Commercial Agreements 📅 2025

Public infrastructure works best when legal structure supports reliable service. Developed a transaction framework for airport style leases, licenses, permits, concession agreements, and construction contracts, connecting procurement, property, insurance, and operational concerns through clear agreement terms.

Public Property Lease Risk Review 📅 2023

Sound public service starts with decisions people can defend. Created a review approach for lease interpretation, tenant obligations, access rights, defaults, amendments, and landlord tenant concerns across municipal facilities.

LEADERSHIP & AWARDS

- Recognized by public agency leadership for clear recommendations on sensitive transactions and performance disputes.
- Selected for increasingly complex municipal assignments involving procurement, real estate, infrastructure, and litigation risk.
- Entrusted with governing body materials and senior official briefings requiring sound judgment and concise legal writing.

EDUCATION

Juris Doctor

University of California College of the Law, San Francisco 🎓
GPA: 3.5

📅 2016 📍 San Francisco, CA

Coursework: *Municipal Law, Real Estate Law, Contracts, Administrative Law*

Bachelor of Arts in Political Science

California State University, Long Beach 🎓 GPA: 3.5 📅 2013 📍 Long Beach, CA

Coursework: *Public Policy, Constitutional Law, Government, Legal Institutions*

CERTIFICATIONS

- State Bar of California, Active Attorney License 📅 2016
- U.S. District Court, Central District of California Admission 📅 2018

TECHNICAL SKILLS

- **Contracts:** Construction contracts, service contracts, concession agreements
- **Real Estate Documents:** Leases, licenses, permits
- **Procurement:** Competitive bidding, solicitations, bid protests
- **Municipal Law:** Public agency law, airport law, business law
- **Dispute Resolution:** Claims analysis, settlement discussions, contract disputes
- **Litigation:** California state courts, federal courts, administrative agencies
- **Property Law:** Land use, landlord tenant law, condemnation
- **Risk Allocation:** Indemnity, insurance, remedies
- **Legal Research:** Statutory research, regulatory research, case analysis
- **Legal Communication:** Legal memoranda, governing body materials, oral presentations
- **Agreement Lifecycle:** Project structuring, negotiation, contract administration
- **Regulatory Issues:** Environmental law, aviation regulation, nuisance

PROFESSIONAL AFFILIATIONS

- State Bar of California, active attorney member supporting continued professional development in public and transactional law.
- Federal Bar membership, Central District of California, supporting practice before federal courts.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST