

Amman Waheed

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EXPERIENCE

Waheed Law | Houston, Texas

A solo practice advising individuals, technology start-ups, and other small businesses.

Principal, November 2022 – Present

- Reviewed SaaS and on-premises license contracts and IT equipment leases
- Formed business entities and revised their respective governing documents
- Drafted purchase and sale agreements, consulting agreements, commercial lease provisions, tenant-side demand letters, and other commercial contracts
- Researched matters related to the above transactions such as non-compete clauses, debt and equity financing, federal securities, private investment funds, and anti-money laundering

Kane Russell Coleman Logan | Houston, Texas

A midsize full-service law firm with headquarters in Dallas, serving emerging to middle market companies and alternative investment groups through its M&A and real estate practice groups.

Associate, June 2022 – October 2022

- Drafted and reviewed transaction documents (for further review by senior attorney) such as letters of intent, confidentiality agreements, construction contracts, purchase and sale agreements for equity and assets, entity governing documents, promissory notes, deeds, lease provisions, release and waiver agreements, and legal opinions on clients' operations affected by existing and upcoming local, state, and Federal laws and regulations
- Reviewed title insurance, surveys, and similar documents such as Master Development Plans, Planned Unit Development proposals, zoning maps, or subdivision plats
- Created critical dates lists and closing checklists, and coordinated post-closing deliverables
- Performed due diligence by organizing and indexing data rooms, creating organizational charts, completing questionnaires and checklists, requesting documents such as financial reports and corporate records, communicating instructions to specialists in environmental law or tax, and preparing due diligence reports
- Served as a project manager for a very large development project exceeding \$2 billion involving: the restoration of wetlands and endangered species habitats; the construction of railroads, mining facilities, and luxury accommodations; and the formation of dozens of non-profit organizations and building their life science facilities

Paradox Construction | Houston, Texas

A privately owned real estate development and management company in Karachi, Pakistan—with additional assets in Texas, the United Kingdom, the United Arab Emirates, and other countries.

Associate Legal Counsel, November 2021 – June 2022

- Drafted and reviewed multiple types of cross-border contracts involving arrangements with contractors and vendors, statements of work agreements, purchase and sale agreements
- Collaborated with outside counsel on matters pertaining to breach-of-contract, labor and employment, environmental compliance, and insurance claims (commercial general liability and construction defect)
- Researched and analyzed laws and regulations affecting various agreements and tentative transactions, and advised the respective department through risk memoranda
- Reviewed title policies and surveys; assisted with closing calendar and documents; effectively managed and monitored a high volume of contracts

Contracts Manager, June 2018 – November 2021

- Managed commercial and IT contracts, scopes of work, and change orders through the entire lifecycle
- Conducted due diligence on general contractors and subcontractors as required by company and clients' compliance departments ranging from employee records to equipment inventory to insurance (bonds)
- Researched key aspects of deals such as feasibility studies and market research for ground-up or existing developments; developed sourcing strategies based on industry and macro trends; focused on risk mitigation from pre-award to contract renewal to close-out; analyzed global supply chain impact

Contracts Specialist, July 2015 – June 2018

- Procured a variety of materials and services related to construction after researching bids; evaluated and scored vendors in terms of pre-award due diligence and risk profiles; drafted requests for proposals (RFPs), requests for information (RFIs), and requests for quotes (RFQs)
- Maintained and monitored all contract files and updated them in the respective databases

EDUCATION

South Texas College of Law Houston | Houston, Texas

- *Juris Doctor*, July 2015

Relevant Activities: Transactional Real Estate; Land Use Management & Controls; Environmental Law; Mock Trial Varsity; Real Estate & Construction Law Society

The University of Texas at Austin | Austin, Texas

- *Bachelor of Arts*, July 2011

Major: History; Minors: Government and Economics

ADMISSIONS

State Bar of Texas (#24126553)

FOREIGN LANGUAGES

Fluent in French and Urdu (oral Hindi); beginner in Spanish

INTERESTS

Motorcycle and bicycle riding; photography; amateur astronomy using telescopes