

SEEMA M. SINGH, ESQ.

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GENERAL COUNSEL

An experienced Attorney with extensive experience guiding corporations operating domestically and internationally (United States United Kingdom, British Virgin Islands, India). Breadth of experience successfully meeting the full range of challenges facing rapidly growing companies at the cutting edge seeking opportunities for strategic partnerships, outsourcing, and sub-contracting while minimizing/avoiding legal costs. Languages: English, Hindi, Punjabi, Bengali. A member of the bars of the State of New Jersey, State of New York and Federal Courts.

AREAS OF EXPERTISE: Strategic Planning, Corporate Law, Government Relations, International Law, Commercial Litigation, Alternate Dispute Resolutions – Mediation and Arbitration, Immigration, Employment, Collections, Franchises, Non-Compete Agreements, Real Estate Law, Team Leadership

CAREER ACCOMPLISHMENTS

- **IT Companies:** Represented small to medium to publicly-held IT companies, Spantel, Logistics Solutions, Software International, InfoTech Global, Mascon Global Consultants:
 - Participated in the strategic direction of the company to select countries to outsource to based on the legal climate (particularly to India). Led Business delegations to India to pursue opportunities for expansion, outsourcing, relocation, identifying a strategic partner or setting up a BPO, through connections with the Indian Government and the business community.
 - Drafted their non-compete agreements with consultants and contractors; drafted contracts with other parties for the operations of the company; handled immigration work – filing of H1-B's; Transfers of H1-Bs; Adjustment of status; L1 – inter-company transfers.
 - Acted as a liaison with corporations, especially utility companies, to create introductions and relationships to promote business products and services to help grow their business.
 - Handled all litigation work that arose due to the breach of contracts, breach of non-compete agreements, employment-related disputes and HR related matters.
 - Assisted the company with review and drafting of Bill comments on legislation proposed and passed by the legislature that would impact IT companies in general and assisted with the development of their governmental relationships.

- **International Law:** Retained as counsel to companies doing business internationally, Amira-Impex and Natural Power Sources, LLC, a start-up company participating in the development and manufacturing and marketing of solar power in the US and abroad:
 - Participated in the strategic direction of the company to select countries to set up manufacturing. Researched domestic and international markets; worked with the EDA, Commerce Department and the BPU in NJ and in India to obtain information on subsidies and other state incentives; met with government officials in NJ and India to identify suitable locations for manufacturing plants.
 - Drafted Memorandums of Understanding between Amira and their international partners (the Indonesian Government); drafted strategic partnership agreements between Amira and other international partners; handled dispute management and the litigation of cases.

CAREER ACCOMPLISHMENTS (continued)

- **Government Relations:**
 - Tracked new legislation proposed by the Legislature affecting client industry.
 - Discussed legislation and its impact with clients.
 - Met with sponsors of the legislation and lobbied my client's position
 - Prepared Bill Comments and presented testimony in favor of or in opposition to the Bill before the legislature.
 - Lobbied other appropriate organizations or groups to enroll support for my client's position.
- **General Commercial Litigation:**
 - Handled commercial litigation for small to large corporations, including American Express, from the filing of the complaint, to discovery including interrogatories and depositions, to trial (both jury and non-jury) seeking wherever possible Alternate Dispute Resolutions – Mediation and Arbitration.
 - Succeeded in winning a major Arbitration for a client in the Virgin Islands, Anquet Inc. – 2 week long arbitration under the AAA held in Florida.
 - Succeeded in winning a Jury award of \$2 million for an entrepreneur in NJ.
 - Defeated a Preliminary Injunction against a franchisee client in NJ Superior Court.
- **General Corporate Law:** Retained as Counsel for companies (Niksun, Inc., and FSO Knowledge Exchange) to set up their corporate entity; drafted, managed and updated their corporate manuals and corporate kits; attended board meetings and ensured compliance with the governing laws; give legal advice on day-to-day operations as they arise; review and draft contracts and agreements.
- **Collections:** Represented American Express handling all their collection cases. Started with a collection and representation letter and obtained settlements raising the collection rate to 100% with limited collection costs. Through mediation skill, ensured these cases were not litigated.
- **Real Estate Law/ Land Lord Tenant:** Handled major land sale/purchase and commercial building sale and purchase for companies ranging from \$3 million to \$10 million. Drafted, reviewed and negotiated leases for landlords and tenants and been very effective and getting the best lease arrangement for the client. Handled Construction Lien Law cases for corporate clients to protect sub-contractors to ensure payment for their work.
- **Franchises:** Represented Franchises (Goddard School System and Salad Works) for the purchase of a new franchise and the expansion of their existing franchise. Reviewed and negotiated their Franchise Agreements and their leases. Recommended a corporate structure and formed the corporate entity conducting effective and timely communications with the Franchisor.
- **Successfully increased the efficiency of the department:** Installed new computer systems and technology, Hummingbird Document Management System, to increase the efficiency of communication between department staff and outside parties via new email manager – Microsoft Outlook and management of documents for attorneys to have easy access to prepared documents; and a case management system for efficient case management; service and filing with the Court system.
- **Set Up a Legal Department:** Motivated a team of 100 attorneys, legal staff, support staff, experts and consultants to advocate and perform with passion and conviction. Recruited the best staff. Ensured a high bandwidth via mentoring and continuing legal education, seminars and conference attendance to improve and advance and develop best practice tools.

PROFESSIONAL EXPERIENCE

Director, Corporate / Litigation SINGH LAW LLC	2007 – Present
Ratepayer Advocate FOR THE STATE OF NEW JERSEY	2002 – 2007
Public Advocate Designate MEMBER OF THE NEW JERSEY GOVERNOR’S CABINET Appointed by Governor McGreevey as the Public Advocate Designate for the State of New Jersey in contemplation of the restoration of the Department of the Public Advocate, abolished in 1994. Served as the Public Advocate Designate in Governor McGreevey’s and Acting Governor Codey’s Cabinets.	2002 – 2005
International Law Associate PEPPER HAMILTON, LLP / REED SMITH, LLP Litigation Associate	1995 - 2002
Law Clerk for the Presiding Judge – Honorable Patrick J. McGann SUPERIOR COURT OF NEW JERSEY – CHANCERY DIVISION – MONMOUTH COUNTY	1995 – 1996

EDUCATION

Juris Doctor, 1995
SETON HALL UNIVERSITY SCHOOL OF LAW, Newark, NJ

Bachelor of Science, Business, 1988
RUTGERS THE STATE UNIVERSITY, New Brunswick, NJ

AFFILIATIONS

- New Jersey State Bar Associations
- Mercer County Bar Association – Women Lawyers Committee
- Appointed by the Governor to serve on the:
 - State of New Jersey’s Renewable Energy Task Force
 - New Jersey Clean Energy Council
 - Asian American Commission – Chairperson of the Asian Studies Initiative
 - Executive Commission on Ethical Standards
 - Governor’s Advisory Council on Volunteerism and Community Service
- President, Asian Indian Chamber Of Commerce
- Board Member of the American Conference on Diversity (ACD)
- Visiting Associate at the Eagleton Institute of Politics
- Board of Visitors of the College of Computing Sciences at NJIT
- Board of Governors of the Cathedral Health Care Systems
- Past President and Founder Member of the Rotary International Club of Plainsboro
- Board Member of the Women’s Political Caucus
- Advisory Board Member of the Women Policy Institute of New Jersey
- Advisory Committee Member for the Center For American Women in Politics.

- Chairperson for the “The Rising Stars” – Forum for Political Education and Campaign Training for Asian Women