

# PETER LEVINE

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## PROFESSIONAL SUMMARY

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In-house counsel with more than twelve years experience providing legal, business, operational and strategic advice to company senior management, business people and department heads. Experience includes employment contracting, providing legal advice on employment law issues, contract drafting and negotiation, developing and implementing contracting policies and procedures developing risk mitigation strategies, working on international transactions, regulatory and compliance, managing outside counsel, litigation management, intellectual property, real estate, mergers and acquisitions and corporate governance. Trusted leader and valuable and loyal team member with a passion for providing excellent advice and service to company senior management, business people and department heads that meets their needs and exceeds their expectations.

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## EXPERIENCE

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**MEDNAX, INC.**, Sunrise, FL

**Senior Regional Counsel**, 4/2003 to Current

- Advise company executive management and business people on business, strategic, operational and legal matters as a member of the management team of one of the company's divisions.
- Counsel human resources and management on employee issues, employee retention issues, employee discipline and terminations, former employee non-compete violations and employee classification.
- Advise on and ensure company compliance with federal, state and local employment and labor laws and regulations, including EEO, Title VII, FMLA, ADA, ERISA, ADEA, FLSA, WARN, PDA, USERRA, and employment contracts.
- Work with company senior management and human resources to develop and implement processes and policies related to employee hiring, compensation, benefits, independent contractor qualification, exempt employees, performance management, proper documentation and training and retention in compliance with federal and state labor laws.
- Manage communication of policies and procedures to company employees.
- Draft, review and negotiate over 120 new and renewal commercial agreements per year and numerous other agreements, including vendor, employment, information technology, real estate, marketing and licensing agreements, and manage renewals of over 250 existing commercial agreements.
- Provide strategic advice to company business people on how to proceed with negotiating agreements, including developing alternative contract language to resolve language issues raised during the contract negotiation process.
- Led team comprised of company department managers and company business people to secure a contract management system, including developing a detailed RFP that was sent to 20 prospective vendors, downselecting from the list of vendors based on scoring RFP responses on a scorecard developed by the team, arranging presentations and in-person demonstrations by vendors, presenting to company executive management on the need for the contract management system and developing a ROI and metrics to prove the value of the system.
- Respond to requests for proposals and in negotiate contracts for the procurement of goods and services needed for the company to conduct its business
- Negotiated contracts with international clients and brokers, including from Mexico, Central America, South America and Europe, over a five year period for the services of a former company division, which,

along with contracts with the Department of Defense and Indian Health Services, were the division's main source of revenue.

- Ensure compliance of the company's contracts and services with applicable laws and regulations and partner with company business people to make necessary changes to stay current with current laws and regulations.
- Provide compliance and risk reporting to company management and develop action plans to correct deficiencies.
- Work with federal and state agencies on regulatory and compliance matters.
- Educate company personnel on relevant laws and regulations through training programs, seminars and meetings.
- Track proposed legislative and regulatory changes, summarize proposed changes for company senior management, work with company senior management to decide whether to take action against such proposed changes, work with company lobbyists to develop and implement strategies to modify such proposed changes and educate company business people on such changes when they become effective.
- Analyze risk of business expansion opportunities, contracting and company business practices and develop strategies to mitigate such risks.
- Manage outside counsel, including outside counsel's completion of projects and outside counsel budgets.
- Resolve commercial and employment disputes and manage commercial and employment litigation.
- Handle matters related to bankruptcies of company clients, individual clients and payors
- Administer the clearance, prosecution, maintenance and enforcement of the company's trademarks and the protection of the company's copyrighted materials.
- Review and approve advertising, promotional and communication materials.
- Review 10-Q, 10-K and 8-K filings and handle company entity and corporate governance matters.
- Managed the qualification of a company business entity in another state, the merger of two company business entities, the divestiture of a company division and the dissolution of a company business entity.
- Advise executive management and department heads on real estate matters and issues related to real estate leases, including leased space, encroachment, development, environmental, title, construction and other issues, early lease terminations and construction matters
- Provide operational and strategic support to the company's acquisitions team for over 12 acquisitions of target businesses per year and to the company's business expansion team for dozens of growth opportunities per year and the entry into joint ventures.
- Analyze risk of proposed acquisitions, business expansion opportunities and company business practices and develop strategies to mitigate such risks.
- Conduct due diligence on acquisition target businesses and business expansion opportunities and advise the company's acquisition team and business expansion team on necessary steps to take based on findings from due diligence.
- Advise company business people on post-acquisition matters, including how to proceed with acquired personnel and the need for contract modifications or new agreements.
- Assist in the integration of acquired businesses, including meeting with leaders of the acquired businesses to explain the company's contracting policies and procedures.
- Create and implement corporate policies and procedures related to contracting.
- Lead company projects to improve the company's contracting process and move the company to be in compliance with laws and regulations that govern the company's business.
- Craft and revise contract templates and other contract documents including side letters.
- Develop reference manuals of acceptable company contract language standards for use by company business people and other attorneys and paralegals.
- Interpret contracts for company senior management and prepare contract term sheets for company business people to make sure that contractual provisions are being adhered to.

- Determine when certain business and legal issues need to be escalated to executive management or department heads and continue to work on such issues after they are escalated to ensure the appropriate action plans are agreed on and implemented.
- Led the regionalization of the company's operational legal function from two attorneys and three paralegals performing such function at the corporate office to having 1 attorney and 1 paralegal working physically in each of the company's 5 regions across the country.
- Train, mentor and develop regional legal team of 5 attorneys, 5 paralegals, 1 contracts administrator and 1 assistant.
- Grew and expanded role during 12 year tenure through four separate promotions.
- Negotiated contract templates with several large national clients, leading to quicker turnaround on new and renewal agreements, fewer expired contracts and elimination of forfeited revenues.
- Amended problematic provisions into more favorable language.
- Led a team of lobbyists and outside counsel to favorably amend several employee related laws.
- Worked over 3 years with outside counsel to obtain exemption from OFCCP's affirmative action requirements.
- Argued company's position in NLRB complaint and successfully had charges dismissed with no penalty

**SOCIAL SECURITY ADMINISTRATION OFFICE OF HEARINGS AND APPEALS, Fort Lauderdale, FL**  
**Senior Attorney, 4/1997 to 4/2003**

- Advised 12 appellate level Administrative Law Judges on cases.
- Conducted in-depth reviews of evidence and researched and analyzed applicable laws and regulations.
- Drafted average of more than 60 appellate decisions per month and managed revolving docket of more than 500 cases.
- Executed all facets of pre-hearing discovery, including document subpoenas and evidence gathering.
- Promoted to handling complex Medicare reimbursement and overpayment cases.

**LAW OFFICE OF NORMAN GANZ, Fort Lauderdale, FL**  
**Associate, 8/1996 to 4/1997**

- Litigated a caseload of over 150 employment discrimination cases and personal injury cases.
- Conducted and attended depositions of parties and witnesses, propounded and responded to motions, pleadings and discovery requests and represented clients in labor union grievance hearings.
- Prepared clients and witnesses for depositions and trial testimony

**UNIVERSITY OF MIAMI DEPARTMENT OF ATHLETICS, Coral Gables, FL**  
**Compliance Department Intern, 4/1996 to 8/1997**

- Worked on all aspects of NCAA compliance.
- Researched and advised Athletic Department coaches and staff on applicable NCAA regulations

**BARNETT ASSOCIATES, Garden City, NY**  
**Hearing Representative, 10/1995 to 4/1996**

- Litigated unemployment insurance hearings before Administrative Law Judges.
- Drafted appeals of hearings to the United States District Court of Appeals.
- Prepared clients for hearing testimony

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## EDUCATION

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**J.D.:** LAW, 1995

**Hofstra University**, Hempstead, New York, United States

- President of Unemployment Action Center

**BACHELOR OF SCIENCE: MANAGEMENT**

**University of Florida**, Gainesville, Florida, United States

- Student Government Senator

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## BAR MEMBERSHIPS

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Florida Bar and New York Bar.