Sofia Novak

ASSISTANT GENERAL COUNSEL

Charlotte, NC
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Certificates

Admitted to Practice, State of North Carolina
North Carolina State Bar
08/2018

Skills

Contract Drafting • Negotiation
Commercial Contracts
Employment Law
Litigation Management
Regulatory Compliance
Corporate Governance
Project Management
Business Acumen
Sound Judgment

Summary

Assistant general counsel with 8 years of law firm and in-house experience, reporting to the general counsel of a 3,500-employee freight carrier. Covers contract drafting, employment law and litigation management, and runs legal project management for acquisitions and policy rollouts with practical advice for operations leaders.

Experience

Assistant General Counsel 05/2023 - Present
Piedmont Crest Logistics Charlotte, NC

Truckload and freight brokerage carrier operating 14 terminals in the Southeast.

- Oversee **60** cargo, employment and vehicle accident claims, directing 9 outside firms to approved budgets.
- Negotiate shipper, broker and fleet leasing agreements, closing 220 commercial contracts last year.
- Advise HR on employment law across 14 terminals, including wage-and-hour audits and 30+ separations a year.
- Direct legal work for the integration of 2 acquired carriers, assigning 400 contracts and 11 permits in 90 days.

Corporate Counsel 02/2021 - 04/2023
Brookhaven Industrial Supply Greensboro, NC

Industrial parts distributor with 8 branches and 1,500 business customers.

- Drafted supply, distribution and sales terms for **1,500** customers, replacing 6 legacy forms with 1 standard.
- Built a regulatory compliance calendar for OSHA, EPA and state filings across 8 branches, ending late filings.
- Prepared board minutes, written consents and annual filings for the parent and 5 subsidiaries.

Associate 09/2018 - 01/2021
Granger Holt LLP Charlotte, NC

Labor, employment and commercial litigation firm.

- Defended employers in **25** discrimination, wage and non-compete cases in state and federal courts.
- Handled settlement negotiation in 15 cases, resolving most before dispositive motions.
- Wrote summary judgment briefs that won dismissal of 6 cases.

Education

Juris Doctor (J.D.) 05/2018
Wake Forest University School of Law Winston-Salem, NC
Law