

Gregory Geoffrey Garner
3865 Pierson Street ♦ Wheat Ridge, Colorado 80033
(303) 478-5662 ♦ g.garner@comcast.net

SUMMARY

Transactions Attorney with extensive experience providing large to medium-sized organizations legal and executive leadership on matters of government contracting, human resources management, Information Technology (IT) contracting, business management, and client relations management.

WORK EXPERIENCE

COLORADO DEPARTMENT OF PERSONNEL & ADMINISTRATION, OFFICE OF THE STATE CONTROLLER, Denver, Colorado

General Professional V, Contracts Specialist, Central Contracts Unit, 2012–2017

- Reviewed, negotiated and drafted over 20 multi-million dollar state contracts, including Price Agreements, Master Task Order Contracts, and Personal Services Contracts.
- Facilitated 30-member, multi-agency State Controller's Task Force for review and implementation of new federal OMB Grant Management Uniform Guidance, 2 CFR Part 200.
- Drafted and developed model contract provisions and State Controller policies and procedures.
- Researched and interpreted state and federal statutes and state Fiscal Rules for State Controller, Office of the Attorney General, and other State Agencies.
- Evaluated and authorized State Agencies' requests for Fiscal Rule Waivers, and reviewed and ratified payment of vendors following Statutory Violations.
- Authored and presented training programs for State Controller Delegates, and for State Agency contracting personnel.

HAMILTON INTERESTS, LLC, Englewood, Colorado

General Counsel and Administrator, Ferris F. Hamilton Family Trust, its trustees and beneficiaries, 2005–2012

- Managed legal matters including real property transactions, construction and landlord/tenant matters, labor relations, trust and corporate governance, and securities law compliance.
- Successfully completed the following projects, among others:
 - Merger and restructure of three separate operating businesses and various investment holdings into a single, family-managed, Limited Liability Company.
 - Construction of 28,000 square foot retail shopping center, execution of ten commercial leases, and installation of \$8.5 Million Interest Rate-Swap Financing Agreement.
 - Engagement of new Securities and Investments advisor for portfolio exceeding \$200 Million in total value.
 - Implementation of Immigration Law Compliance Plan, including provisions for seasonal, agricultural workers.
 - Transition to outsourced, human resources management company, reducing HR expenses by approximately 13% while increasing level of benefits to all employees.

OFFICE TECHNOLOGY SYSTEMS, INC., Wheat Ridge, Colorado

General Counsel/Company & Board Secretary, 1993–2005

- Managed all legal matters, including contracts, labor relations, commercial litigation, corporate governance, stock issues, and board of directors/shareholder relations .
- Law-related accomplishments included:
 - Creation and administration of Employee Stock Option Plan.
 - Successful application for Small Business Administration 8(a) Certification.
 - Establishment of a \$1.25 Million SBA Guaranteed Credit Line with Matrix Capital.
 - Negotiation of private financing in excess of \$1 Million from four individuals.
 - Receipt of \$850,000 in settlement of a lawsuit against former officers accused of embezzlement and violation of non-competition agreements.

- Successful defense against four lawsuits brought or threatened by former employees.
- Business agreements including Software Application Development Agreements, Technology Installation and Maintenance Agreements, Confidentiality and Noncompetition Agreements, Employee/Independent Contractor Agreements, Commission Agreements, and Teaming Agreements with, among others, Lockheed Martin, Booz Allen Hamilton, SAIC, and Veritas Software Corporation.

Executive Administrator, 2000-2005

- Tasked with administration of vendor and customer contracts, including federal and state law compliance and quality control.
- Administered contracts included:
 - Three General Services Administration Schedules (\$2.5 Million in obligated funding)
 - Two US Dept. of the Interior, BLM Contracts (\$3 Million each)
 - US Dept. of Veterans Affairs, National Cemetery Administration (\$3 Million)
 - Two US Air Force, Materiel Systems Group Contracts (\$2.9 Million each)

Personnel Director, 2001-2005

- Responsible for preparation and enforcement of company policies, maintenance of employment records, and employee relations.
- Drafted and promulgated Employee Handbook and Supervisors Handbook.
- Administered Drug and Alcohol Screening Program.
- Published Internal Company Newsletter.

ROSSI & JUDD, A PROFESSIONAL CORPORATION, Denver, Colorado

Associate, 1991-1993

Areas of practice included commercial litigation, bankruptcy, general corporate matters, real estate and commercial transactions, and international transactions.

SHERMAN & HOWARD, Denver, Colorado

Associate, Business Department, 1987-1990

Areas of practice included general corporate and partnership work, restructurings, mergers and acquisitions, securities, sales, secured transactions, loans (cable television industry), and Federal Trade Commission premerger notification filings.

EDUCATION

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, Illinois

J.D., June 1987

Comment Editor, University of Chicago Law School Legal Forum, 1986-1987

CORNELL UNIVERSITY, College of Arts and Sciences, Ithaca, New York

B.A. 1984 in English and Government; Graduated with Distinction in all Subjects

PROFESSIONAL & NON-PROFIT ASSOCIATIONS

JEFFERSON COUNTY MEDIATION SERVICES, Mediator, 2018

HOME OF NEIGHBORLY SERVICE, INC., President, 2007-2018

DENVER PRESBYTERY, Council Member, 2006-2017

WHEAT RIDGE ROTARY CLUB, Past President, 2007-2008

THE LAW CLUB OF DENVER, Past President, 1995-1996