

**TIMOTHY J. HOWARD**

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**SUMMARY:** Extensive experience in contract drafting and advising for all segments of commercial enterprises; procurement and supply chain documentation and counseling; corporate secretarial function including company compliance and policy formulation; international and transnational operational counseling including contracts, business disputes and settlements; acquisitions and dispositions; joint ventures including formation, counseling and wind-up; corporate financings. Versatile professional with ability to work on a flexible basis in consultant or contract capacity.

**PROFESSIONAL EXPERIENCE:** Private practice, corporate and individual clients, 2012-present.

Shell Oil Company, 1979-2012 (retired June, 2012)

Global Lead Counsel, Specialities; Senior Legal Counsel Downstream 2011-2012

Provided or arranged for legal support to global business unit that included sulfur, asphalt and applied technology.

- Drafted documents that commercialized sulfur fertilizer technology
- Implemented global templates for sales and purchases
- Built global network of counsel employed locally by affiliates to ensure international and transnational legal support
- Documentation for start up of Gulf Coast asphalt manufacturing facility

Provided primary legal advice and services to aviation, marine, contract and procurement

- Drafted and implemented product sales contracts
- Implemented aviation services joint venture for key airports
- Drafted regional purchasing card agreements and global travel and entertainment card agreements
- Reviewed procurement contracts (goods and services)

Assistant Corporate Secretary, Shell Oil Company and affiliates 1994-2002

Organized and structured secretarial function for Alliance companies

Shell Legal Counsel, Senior Legal Counsel, Corporate/Securities Law 1979-1994

Securities law, transactions, financings in upstream, downstream and chemical

Attorney, Johnson, Bromberg, Leeds and Riggs, Dallas Texas 1977-1979

General practice including wills and estates, real estate and bankruptcy

## PROFESSIONAL ASSOCIATIONS

Association of Corporate Counsel, Houston Chapter: Board member, 2008 – 2014, Treasurer, 2010-2012, Pro Bono Committee Chair 2010-2014

Member, Houston Bar Association

Member, Board of Directors, Mercury, the Orchestra; author, “Artist Spotlights”

## EDUCATION:

JD, Harvard Law School      BA, Philosophy, The University of Michigan

## PUBLICATIONS AND RECOGNITIONS:

- “The Basic Functions of the Corporate Secretary”, Corporate Counsel Review, State Bar of Texas, Fall 2012 Newsletter [www.txcorp.org](http://www.txcorp.org)
- “Further Duties of the Corporate Secretary”, Corporate Counsel Review, State Bar of Texas, Winter 2013 Newsletter (January 2013)
- Finalist, Best Corporate Counsel Awards for Houston, Texas – “Good Samaritan” Award re pro bono, 2010
- “Personal Jurisdiction Gets Personal: A Fact Specific Approach”, Corporate Counsel Review (Corporate Counsel Section, State Bar of Texas) November 1987
- Co-editor, “Practical Implications of the Accounting Provisions of the Foreign Corrupt Practices Act of 1977, and Recent Developments” program, The Business Lawyer, July 1980