

Craig E. Yaris, Esq.

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April 16, 2025

Palm Beach County Board of County Commissioners  
301 N. Olive Avenue  
West Palm Beach, FL 33401

Dear Members of the Board:

I am writing to express my sincere interest in serving as the next County Administrator for Palm Beach County. As a seasoned attorney and executive leader with more than 25 years of experience in legal operations, contract negotiation, corporate compliance, and organizational development, I am confident in my ability to uphold and advance the County's commitment to transparent governance, fiscal responsibility, and community engagement.

Over the course of my career—including my current role as Founder and Managing Partner of a multi-attorney cloud-based law firm—I have built and led high-performing teams, managed complex legal and operational structures, and served as a trusted advisor in both the public and private sectors. My professional foundation was laid in public service as an Assistant District Attorney in Queens County and has since grown to encompass leadership roles across sectors, including Chief Operating Officer and Chief Counsel of multi-location enterprises and educational organizations.

In each position, I have been responsible for aligning organizational objectives with legal, financial, and operational execution—skills directly relevant to overseeing Palm Beach County's \$9 billion budget, 35 departments, and more than 6,500 employees. Whether drafting and negotiating high-value contracts, designing systems for legal compliance, or managing growth initiatives across multiple jurisdictions, I bring a results-oriented and community-focused approach to administration. I also understand the importance of diplomacy, interagency coordination, and strategic planning—particularly when serving diverse constituencies and elected officials.

Palm Beach County's unique position as a hub of cultural diversity, economic opportunity, and environmental richness makes this opportunity especially meaningful. I am passionate about public service and enthusiastic about the chance to bring principled leadership, collaborative problem-solving, and long-term vision to your already outstanding organization.

Thank you for considering my candidacy. I would welcome the opportunity to further discuss how my experience and values align with your goals for the next chapter of Palm Beach County's growth.

Warm regards,



Craig E. Yaris, Esq.

## EXECUTIVE SUMMARY

Dedicated attorney with over 25 years of experience in contract negotiation and corporate law. Demonstrated success in drafting, reviewing, and executing various contract types while managing a high-volume caseload. Proficient in legal processes for intellectual property, data privacy, and software licensing. Known for a strong work ethic, exceptional analytical skills, and a commitment to accuracy and consistency in a fast-paced environment. Consistently proven track record showing deep understanding of corporate compliance and risk management.

## CORE STRENGTHS

- Strong Written and Verbal Communication
- Analytical Thinking
- Executive Leadership
- Corporate Law
- Intellectual Property
- Legal Consulting
- Contract Negotiation & Management
- Risk Management & Asset Protection
- Data Privacy
- Corporate Compliance
- Mergers & Acquisitions
- Client Management & Advocacy
- Team Building & Leadership
- Staff Training & Development
- Cross-Functional Collaboration

## EDUCATION

**Juris Doctor (J.D.)**  
New England Law - Boston

**B.A. - Sociology & Public Justice**  
State University of New York

## LICENSES

- Member – New York State Bar Association
- Member – American Bar Association

## PROFESSIONAL EXPERIENCE

**HOLON LAW PARTNERS, Remote** | July 2023 to Present  
*Founder and Managing Partner*

Founding Partner and elected Managing Partner of a Cloud-Based law firm with extensive experience in providing key legal services and advice to clients in both the start-up and growth phases of development. Work with a team of attorneys and helped grow the firm from eight founders to a team of 16.

- Draft, review, and negotiate a range of contracts, including Master Services Agreements, License Agreements, Vendor Agreements, Non-Disclosure Agreements, and Amendments.
- Apply expertise in standard contract clauses such as copyright, indemnification, and insurance to ensure compliance and risk mitigation.
- Effectively manage a high-volume caseload, prioritizing tasks and meeting tight deadlines in a dynamic work environment.
- Collaborate with cross-functional teams to ensure timely contract execution and alignment with corporate policies.
- Maintain accuracy and consistency in all legal documents, reinforcing a reputation for attention to detail and reliable judgment.
- Provided legal counsel on corporate matters, including intellectual property, data privacy, and cloud-based software licensing, supporting business needs while ensuring regulatory compliance.
- Collaborate with partners to share expertise in areas such as forming a business, protecting IP & other assets, and resolving clients' business debts.
- Conducted thorough contract reviews to identify potential risks and proposed amendments to safeguard company interests.
- Enhanced document organization and tracking, resulting in more efficient contract management processes.
- Present educational seminars for small businesses seeking insights on how to implement and maximize business development.
- Supported the preparation of legal documents for various corporate transactions and compliance audits.
- Expertly drafted contracts/agreements tailored to meet the unique needs of multiple Health & Wellness startup companies.

**LITERACY BUILDERS, Wellington, FL** | April 2009 to July 2023  
*Chief Counsel / Chief Operating Officer*

Acted as the architect of the overall business framework and the driving force behind the educational consulting firm's operations and legal affairs.

- Drew upon legal/business insights to negotiate/draft contracts & proposals, guide strategic planning, recruit/onboard staff, oversee finances, and more.
- Drafted all necessary contracts, independent contractor agreements, and vendor agreements, as well as the privacy policy and terms and conditions for the commerce website.
- Reviewed and edited contracts, as necessary, for all outside engagements.

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## PROFESSIONAL EXPERIENCE, CONTINUED

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- Assumed full ownership of designing/managing all digital assets, including social media platforms, the website, and **The Boost**, a biweekly newsletter.
- Crafted powerful social media campaigns that increased site visits and engagement for both the website and organizational blog by 200%.
- Trained the Owner and all other staff on optimal ways to utilize key digital media technologies such as MS PowerPoint and Google Docs.

**LEMON TREE FAMILY HAIR SALONS**, Levittown, NY

September 1998 to April 2009

**Chief Counsel / Chief Operating Officer**

In charge of daily operations of Lemon Tree Family Hair Salons, a franchise corporation with 100 locations across a five-state region, as well as the parent company's network infrastructure.

- Responsible for the drafting, editing, and updating of the required Franchise Disclosure Document for the franchise.
- Responsible for franchisee growth of 40% over 5 years.
- Handled franchise contract negotiations for all franchisees as well as the negotiations for franchise renewals.
- Responsible for handling all legal issues, strategic corporate planning, corporate compliance, and business development for franchisees, including lease negotiations and sub-lease drafting, as well as vendor contract negotiations and drafting.
- Responsible for the enforcement of the terms of the franchise agreement as well as acting as liaison with outside counsel, when necessary.
- Trained/educated new and existing franchisees on best practices to drive continuous improvement and revenue growth.

*Additional experience as **Continuing Education Instructor**, Hofstra University and **Assistant District Attorney**, Queens County District Attorney's Office. Full list of experience available on request.*

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## SELECT TRAINING

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- Using Generative AI Ethically at Work
- AI for Managers
- Representing the Web-Based Business
- Biased? Me? A Study of Implicit Bias: How Psychology & Biology Affect Our Opinions and Actions
- Negotiating: Beyond Leverage
- Habits of Highly Effective Dispute Resolvers
- Lawyers, Cloud and Remote Computing, and Ethics
- Section 230 and Immunity of Social Media Providers
- ADR for the Tort Litigator
- Negotiating in the Age of Coronavirus and Beyond
- Emergency Arbitration and its Benefits in a Remote Environment
- Ethics and the Art of Settlement at Mediation
- Avoiding Ethical Pitfalls in ADR
- Ethics and Misuse of Social Media, and How to Handle and Counsel Clients Who Use it
- Final Status Conferences in Arbitration
- The Neuroscience of Conflict: Learn to Experience Conflict in a Whole New Light
- The Ultimate Guide to Online Dispute Resolution for Advocates

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## SELECT KEYNOTE SPEAKING ENGAGEMENTS

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Nassau & Suffolk County Chapters – National Association of Professional Women; Suffolk County Chapter – SCORE; Summer Social Media Boot Camp & Connection Day – Fair Media Council; Trade Brooklyn; Trade Nassau; Social Media Action Camp