

Energy Supply Manufacturer

Develop and administer training materials and procedures for live and online employee training; Assist with the development, review and revision of compliance policies and procedures; Monitor, research and analyze external developments in compliance, including regulations, government investigations and industry best practices; Work with regional HR management to coordinate policy rollouts, training and other department initiatives; Work with external vendor and internal executive stakeholders to develop and implement new Code of Business Conduct and Code training module

Non Profit Organization

Research legal issues relevant to non-profit association management (including employment, labor, tax, charitable solicitation registration, campaign finance activities of tax-exempt organizations, and other regulatory compliance issues) and higher education faculty (including First Amendment, academic freedom, tenure, employment, labor, collective bargaining, and intellectual property law). Draft legal memoranda for circulation to executive governing board and affiliated entities, legal outlines for public circulation, and attorneys' presentation materials for faculty conferences and workshops. Facilitate compilation of data and preparation of annual audits and regulatory compliance reports, including state charitable solicitation registrations and renewals, federal Department of Labor reports, and IRS filings. Manage AAUP Attorney Referral Service. Triage and respond to faculty inquiries regarding general legal issues and requests for amicus curiae assistance and financial support from Legal Defense Fund. Organize internal record keeping processes, including implementation of electronic document management. Coordinate annual legal intern/extern searches and interviews and assist with orientation. Periodically review and update departmental internal forms and standard operating procedures.

Real Estate Company

Examined Data Trace searches and outside-abstractor searches; prepared Title Commitments and Title Policies; Performed title-clearing activities, i.e.: located mis-indexed releases in Data Trace or on individual County Register of Deeds websites, worked with Clients to obtain prior Policies to clear encumbrances under the Mutual Indemnification Agreement (MIA), obtained Letters of Indemnification for encumbrances not covered under the MIA, worked with other title companies to obtain releases or corrections of documents encumbering title; Consulted with Underwriting attorneys on unusual or complicated title questions; Researched property tax records, business entities, and contact information on the internet; Periodically assisted with title department's general e-mail box, which included order entry, performing searches in Data Trace, ordering searches from independent abstractors as necessary, and processing revision requests

State Bar Association or Lawyer Referral Service

Assists clients with analyzing his/her legal issues to determine whether a referral to an attorney is appropriate, or if a community resource might be of assistance, and then refers accordingly; Coordinates a free legal helpline, recruiting attorneys to give free legal advice and information over the phone to the public once a month; Coordinates and maintains the Lawyer Referral Service's online presence, including the LRS website and various social media platforms.

Restaurant Chain

Managed licenses and permits for 35 company owned stores in various states and prepared other reports required by each state as necessary to conduct business; managed certificates of insurance issued by company and required of franchisees; responsible for gathering information for commercial insurance renewal and financings; insurance claims management; and stock administration.

Software Developer

Some of my duties in these roles included reviewing non-disclosure agreements, managing our commercial insurance, intellectual property matters, managing the stock plans, SEC filings, managing the software escrow account, filings with the state and federal agencies, obtaining business licenses where required and their renewal, obtaining business and medical records by subpoena and deposition on written questions, and gathering and organizing documents for transactional matters.

City Attorneys Office

Provide legal and administrative support for municipal law office. Primary duties in Civil litigation for the City Attorney and Senior Assistant City Attorneys; Customer service duties including telephone and in-person responses to various citizen and/or client inquiries both Civil and Criminal matters; Assist and guide staff in the implementation of office duties and practices; Draft memoranda and client correspondence; Conduct research employing online resources; Assist with document production and trial preparation; Process Public Records Act requests; Research and train myself and other staff in the use of higher-level software programs for legal and general office use; Calendar and schedule appointments electronically for multiple staff.

Public School District

matters dealing with litigation, real estate, policy and rules, to FOIAs, FERPA's, property transfers, labor law and contracts

Health Insurance Provider

Corporate legal practice in the health insurance industry. Preparation and redline of contracts, litigation, health insurance reform, legal research, coordinate document production. Assist General Counsel with Corporate Board activities and documentation.

Automotive Manufacturer

Extensive corporate experience allowed quick decision making on potential precedent settings and global issues by analyzing the claims quickly, determined the strategic plan for optimum customer satisfaction; Provided liaison communication at all levels of corporation; Reviewed marketing materials, contracts, and product safety label for compliance and consistency; Attended on-site inspections as Corporate Representative and assembled Subject Matter Expert teams; Fact investigations, interviewed witnesses, reviewed documentation and evidence, and prepared case analysis; Summarized lessons learned and provided follow through on changes; Supported the management of product liability, complex mass tort litigation filed in multiple jurisdictions with a portfolio in excess of 20,000 matters; Assisted in developing transition from a decentralized model of case management to a centralized model; Liaison on product safety committee, identifying corrective plan of action

Tool Manufacturer

Supported commercial distribution litigation, drafted Agreements, terms and conditions, termination, pro-actively resolved contractual issues, cost effective case management, breach of warranty and auto litigation, agency relationships, analysis of facts, monitored local counsel activities and expenses, indemnity, product liability litigation, in-house counsel, large scale document production, assisted on administered stock option plan, drafted transition training manual, drafted corporate responses to subpoenas and discovery, negotiated case resolutions, risk analyses, account receivables, account payables, engineering change notices, material safety data sheets, product safety committees, subsidiaries, franchisees, independent contractors, global distribution, customer service, prioritizing, liaison between all facets of company up through executive level, document retention

Technology Company

Interfaced with domestic and international business units, maximized relationships negotiated terms, intranet, in-house attorneys, reviewed and revised third party vendors and non-disclosure agreements, consistency of corporate policy, terms and conditions, licensing of software technology and solutions; ownership of IP, limitation of liability, confidentiality, use rights, term, termination, notice, confidential information, entities, non-solicitation, remedies, breach, compliance, non-public personal information, audit, data security, analyzed risk

Coordinated with local counsel, brokers and group CFO on commercial leasing agreements, amendments, renewals, SNDA and Estoppel Certificates, deadlines, prioritize, insurance

Tracked projects, legal expenses, service of process, multitask, Supported intellectual property submissions, trademark applications' registration, office actions, specimens, product and service details, Drafted litigation summary report for executives

Grocery Store Chain

Managed and maintained the Lease Database system using SLIM 7.2. Responsible for the review and abstraction of all new lease documents and maintaining information of current locations. Built various applications to facilitate and increase efficiency of the administration team using Microsoft Excel and VBA coding. Used Crystal Reports to provide business decision makers with complete lease portfolio information. Built customized forms using Accruent Suite to allow integration with the lease database to allow more inclusive reporting.

College - Office of Compliance and Review

Performing legal research to assist attorneys and other departments within Commonwealth Medicine (CWM); Assisting in the contracting process for services purchased and sold, including drafting contracts and amendments; Helping to manage and conduct the procurement process for business units within/related to the University; Helping to draft policies and procedures regarding compliance; Proofreading, researching, updating and editing policies, procedures, and other departmental documents as needed; defense of personal injury, subrogation and property damage claims in connection with both automobile and homeowner's insurance policies; Working in conjunction with multiple New York in-house firms to prepare complex legal pleadings, correspondence and memoranda in an extremely fast-paced, high volume environment. Manage a case load of anywhere between 400 and 500 files at a time and facilitate coordination between the legal team, the claims units and the insured client.

International Logistics Company

Perform tasks associated with commercial litigation in various areas of law. Review contracts and handle corporate matters. Maintain corporate leases for real property and equipment. Support litigation and corporate counsel.

City Attorney's Office - Civil Division

Provide litigation support to the Assistant City Attorneys I support, I also review Bankruptcy filings, review legislation, citizen concerns, and a variety of other duties. I have become adept at finding documents in "the system" when called upon. I have had the opportunity to work on several types of cases before different entities (OSHA, Department of Taxation, Federal and District Courts) as my attorneys' client departments are Utilities, Finance and Public Works.

Telecommunications

organizing and maintaining a growing patent portfolio of 600+ foreign and domestic patents, monitoring office actions, paying annuities and preparing various prosecution documents. I work closely with several international IP firms in filing our foreign patent applications. I am also coordinating discovery efforts for an anti-trust litigation. Additionally, I handle various corporate housekeeping functions and contract management.

Mortgage Investment Company

Monitoring accounts involved in active bankruptcy filings. Researching status of bankruptcy filing. Gathering account specific information: credit bureau reports, court affidavits, judgments, bankruptcy notices and statements; advising management of status, options, and rights. Managing outside counsel for court representation; to have legal actions completed towards resolution. Drafting responses to legal actions taken against the company.

Labor Union

Prepared exhibits and supporting documents for arbitrations, mediations and court trials for General Counsel & Staff Attorney. Conducted legal research on various labor and employment law matters. Acted as direct contact to all incoming internal affairs. investigation cases of law enforcement officers, dispatchers and correctional officers Prepped character witnesses; located expert witnesses for cases. Drafted subpoenas, motions, affidavits, complaints, depositions and other legal court documents, as well as legal correspondence. Managed and coordinated all incoming and pending internal investigation case files and grievance arbitration files. Communicated with government agencies, arbitrators, attorneys, law enforcement and other business professionals

Hospital or Doctors Office

As the Paralegal in the Labor Relations Department in connection with Human Resources. Responsible for processing of Step 3 grievances for the Hospitals 4000 union employees. In addition, responsible for the preparation of hearings in internal, state and federal administrative proceedings, along with various other court proceedings. Acted as the Liaison between the Hospital and the various union organizations along with state and federal agencies.

July of 2007, Office of the General Counsel as the sole Paralegal/Project Manager supporting 6 attorneys. Responsible for the management of all Corporate Contracts as well as student intern affiliation agreements. Responsible for the Management of the Corporate books for all 28 Corporations affiliated with the hospital and all DBA's associated with the same. Responsible for all Paralegal functions, which includes litigation preparation, legal research, track health care legislation and collection claims brought against the hospital.

Doctors Office

Responsible for managing the creation, negotiation and execution of all contracts. Responsible for ensuring legal compliance of all contracts in accordance with federal, state and local regulations. Responsible for auditing and reviewing contracts to ensure adherence of company policies and guidelines.

Public Utility Company

General Legal Research. Employment litigation. Consumer dispute resolution - which includes working with Attorney General's offices across the U.S.; opposing counsel and the Better Business Bureau. Public record searching. Assist the V.P. of Legal and Corporate Counsel with various projects. Preparation of small claim court actions and complaint responses. Civil litigation

Public Utility Company

General legal research; preparation of legal documents, reports and correspondence. Corporate minute book maintenance for numerous Aquila entities. Drafting of corporate resolutions and bylaws as directed by the General Counsel. Creation of new business entities, at the direction of the General Counsel.

Satellite TV Provider

Manage the corporate annual reports, electrical licensing, corporate company changes, SEC 16 files/passwords, vendor relationships, records management and keeping, insurance and bond needs for licensing, corporate board book assembly and creation, involvement with industry association (SBCA), regulatory reviews, and assistance with various other projects as they become needed within our group. I field questions from a variety of personnel on topics.

Wealth Management Company

Reviewed fiduciary accounts that involved legal documentation to ensure their eligibility for a brokerage account including margin and options. Account types were 401K, trust, guardianships, estates, usufructs, offshore accounts, and international accounts. I also mentored paralegals as well as customer service reps, acted as liaison between the attorney's and the broker and often assisted the broker with helping their client amend documentation to allow for such type of accounts. I also reviewed journal entries to ensure monies transferred were not out of the scope of the fiduciaries abilities and assisted with year end tax issues. In addition I was on several committees within Merrill Lynch that assisted both the company and the community. The committees I participated in house concentrated on new software (testing) and also on training software and the committees I participated in that assisted communities were United Way (chair for the department), Project Linus, Awareness for Persons with Disabilities, Adopt a Family, and Habit for Humanity.

Executive Suites Rental

Provide paralegal work for attorneys who rent offices

Greeting Card Company

Employment & Labor Law; Product Safety/Recalls; Insurance Defense; Immigration

Cloud Computing Company

Senior Corporate Paralegal primarily responsible for contract review/negotiation for Eastern U.S. and Client Success teams for Taleo's SMB Group structuring business and legal provisions that are financially sound while minimizing legal risk; special projects and company initiatives.

Prior to Taleo's acquisition of Learn.com, worked directly with General Counsel on legal matters relating to the company's business, including but not limited to: handling corporate governance matters; due diligence with respect to mergers/acquisitions; assist on inter-company transactions; maintain corporate/subsidiary database; preparation of contracts and contract review; legal research; prepare and/or assist with monthly/quarterly reports; assist with management of company's intellectual property; maintain litigation docket; maintain docket of pending deadlines; handle special projects and company initiatives; created and administrated Legal Department's intranet website, et al.

Real Estate Finance or Development Company

Commercial Real Estate Paralegal working for a company that provides real estate finance and development services to developers of affordable housing projects and historic renovation/rehab. Involved in all phases of development from the initial purchase and sale agreement, closing the deal, and post-closing issues.

Real Estate Management

Retail Leasing Paralegal: Efficiently manage the lease production process for a group of GGP Shopping Centers which resulted in increasing and/or maintaining high occupancy and income levels. Some selected achievements during my employment with GGP are: (i) Earned the reputation as a strong legal professional by operating as a motivated team player, handling a large volume of work efficiently and with uncompromising clarity and accuracy; (ii) Instrumental in helping the assigned geographic region consistently exceed lease productivity goals by producing a large quantity of quality work while quickly adapting to conflicting and/or changing demands; and (iii) Successfully managed the challenging transition between The Rouse Company and General Growth Properties resulting in becoming a valued and very productive employee of General Growth Properties.

Hospital

International & domestic corporate governance of subsidiaries; maintenance of web-hosted database; coordination with tax, treasury and merger & acquisition departments to effect restructurings, acquisitions, dissolutions, mergers, divestitures, asset transfers, and spin-offs; creation and maintenance of SharePoint site and iPad materials for Board of Director meetings.

Bank

Manage and administer the Documentation Control Unit which provided oversight of the commercial real estate and commercial loan procedures and processes including full documentation review, funding of loans, and collateral sufficiency and control. I played an integral part in the the development of this unit's policies and procedures thereby reducing the legal risk associated with the business and providing appropriate controls for monitoring the commercial lending function.

Home Décor Company

Prepared, filed and docketed copyright and trademark applications, affidavits of use, renewals and assignments

Prepared intellectual property licensing and agent agreements, amendments and termination letters

Ensured licensees' compliance with contractual requirements regarding royalty reports, payments, manufacturer agreements and certificates of insurance

Arranged international and domestic travel for company officers

National Guard

Processed actions for non-judicial punishment and administrative separations in accordance with Army Regulations 27-10, 135-178, and 635-200. Processed claims in accordance with Army Regulation 27-20 and tort litigation in accordance with Army Regulation 27-40. Scheduled Administrative Proceedings, contacted witnesses, assisted trial counsel with discovery. Prepared findings and recommendations for investigating officers in accordance with Army Regulation 15-6 for submission to the Chief of Staff and the Adjutant General. Assumed the additional responsibilities of Additional Duty Retention Noncommissioned Officer. Completed program of study focusing on fundamentals of role of the Civilian Paralegal.

Army

Processed actions for non-judicial punishment and administrative separations in accordance with Army Regulations 27-10 and 635-200. Processed claims for damaged personal property in accordance with Army Regulation 27-20. Compiled supporting documentation for projects under the Commander's Emergency Response Program; once established, ensured 2.4 million dollars in funds were available for disbursement. Ensured Afghan Local National Attorneys were paid. Paid Foreign Tort Claims in excess of \$3,000. Prepared findings and recommendations for investigating officers and boards of officers in accordance with Army Regulation 15-6 for submission to the Brigade Commander. Supervised two junior Noncommissioned Officers stationed at remote locations. Assisted Brigade Retention Noncommissioned Officer with retention issues. Completed training as a Field Ordering Officer.

Military

Maintained personnel records for 120 soldiers. Briefed commander with regard to personnel issues. Submitted personnel reports to higher headquarters. Completed personnel actions for Soldier promotions, evaluations, and awards. Supervised and evaluated the performance of two junior Noncommissioned Officers. Submitted over 100 travel vouchers for Soldier payment of entitlement. Managed actions for non-judicial

punishment and administrative separations in accordance with Army Regulations 27-10 and 635-200. Tracked leaves and passes; processed excess leave packets for submission during demobilization. Performed additional duties of Retention NCO, completed 37 reenlistments in theater.

National Guard

Completed certification as a Recruiting and Retention Noncommissioned Officer. Assisted certified recruiters in processing qualified applicants for enlistment in the New Jersey Army National Guard. Performed cold and warm calls to contact potential applicants. Planned and performed community based functions in order to contact potential applicants. Developed excellent time management skills. Completed reports; processed actions for applicant promotions and pay.

Casino

performs a variety of advanced and professional secretarial/administrative support work; assists with record-keeping, conducts research, drafts correspondence and memoranda, as well as legal form contracts and other business documents.

Cruiseline

Assist with SEC and Stock Exchange (NYSE and LSE) Filings, including Section 16 insider reporting.

Submit NYSE notifications via egovdirect.com.

Assist attorneys to prepare integral corporate documents/materials.

Maintain Company and subsidiary information in Bridgeway's Secretariat.

Assist with administration and implementation of the Corporate Compliance program.

Assist Corporate Compliance Officer (CCO) and lawyers in development and distribution of ethics and compliance training.

Assist with anticorruption due diligence requirements for outside vendors, completion of due diligence reports, and implementation of protective measures.

Assist with the economic sanctions screening program, to include validating potential matches identified during screening processes.

Bank

Support Head of Litigation with the preparation and filings of SEC forms 10K, 10Q and Annual Reporting. Assist with preparing reports and presentations for board and committee meetings. Collect, organize and present material updates for litigation status reporting. Work with various business groups to perform due diligence for financial transactions and debt/equity offerings. Support Managing Counsels with the indexing and archiving of Mortgage Backed Security Foreclosure matters. Maintain and produce documents to assist counsel responding to information and witness subpoenas. Perform electronic research to obtain documents from public and governmental agencies.

Bank

Provided support to Managing Director and Senior Directors of Litigation in all aspects of retail and corporate multi-million dollar clients arbitrations and litigations. Acted as liaison between nationwide network of outside counsels and brokerage branch personnel, including registered representatives, to provide documents responsive to discovery demands; assisted with trial preparation; prepared and served subpoenas; and drafted settlement documents, including general releases and stipulations of dismissal. Researched and responded to regulatory requests from FINRA, NYSE and SEC and prepared U-4, U-5, RE-3 regulatory filings.