

# JESSICA CLAIRE

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## SUMMARY

NC Certified Paralegal (NCCP) - corporate analyst and contracts management background with a solid reputation for achieving goals and taking on new projects. Effectively work in joint or independent environments through professional oral and written communications. Corporate industries include Banking, Telecommunications, and Manufacturing.

## HIGHLIGHTS

- Paralegal: Contracts Management, Negotiations, Project Lead, Board Resolutions, Patent data management
- Supply Chain Management: Contract Disposition/Mergers & Acquisition, Business System Consultant
- Regulatory Analyst: FCC/NCUC-Compliance reporting, Transaction drafts & filings, Dispute Resolution
- Education: Bachelors of Science in Business/Accounting, NCCP, Notary, Project Management/BA Certificate

## ACCOMPLISHMENTS

- Project lead in mitigating Legal and Regulatory issue with value in excess of \$20million.
- Research resulted in full settlement for client; attorney received highest fee for the year.
- Team lead for contract disposition during merger & acquisition, completed on schedule.
- Identified key contract terms and file history during dispute to prevent arbitration and cost of \$300k+
- Prevented regulatory sanctions in excess of \$30k by researching cause and coordinating team to resolve issues.

## EXPERIENCE

11/2012 to Current	<b>Consultant</b> <b>Chick-Fil-A</b> – Roswell, GA Perform contracts review, assist in client negotiations, and develop contract drafts. Manage and maintain contracts database, Quickbooks Accounting system. Perform accounting activities. Provide assistance in research and analysis for Ad Hoc business issues.
08/2011 to 11/2012	<b>Corporate Paralegal</b> <b>Hireright, Inc.</b> – Salt Lake City, UT Perform contract review and drafting. Assist in negotiations for supply vendors. Interact with multiple departments and external law firms during high level legal issues, projects, and board resolutions. Manage and maintain contracts database. Provide research and analysis for Ad Hoc legal and business issues.
07/2010 to 08/2011	<b>Business Systems Consultant – Supply Chain Management</b> <b>Wells Fargo Bank</b> – City, STATE Identify contract/legal terms and conditions for entry into contract management system. Perform data and process analysis and reporting in preparation of transfer to new system (Emptoris contract management system implementation).
04/2010 to 07/2010	<b>Contracts Management-Project Analysis &amp; Implementation–Procurement</b> <b>Time Warner Cable</b> – City, STATE Perform contract review and system testing, create templates and define workflow. Interact with multiple departments and external support to gather information for transition procedure. Investigate disputes. •First to create templates, reports and workflow during trial stage of System (Novatus) analysis.
01/2010 to 04/2010	<b>Paralegal – Legal/Regulatory/Public Policy/Staff Support Functions</b> <b>Bank Of America</b> – City, STATE Communicate contract negotiation terms with vendor and attorney, Draft agreements and support staff for review of legal/regulatory/compliance issues for Global Sponsorship Marketing (GSM), •Prevented legal/compliance violation by clarifying correct use(s) of logo in first month.
2008 to 05/2009	<b>Project Coordinator-Contracts Administration-Supply Chain Merger &amp; Acquisition</b> <b>Wells Fargo Bank (fmr Wachovia)</b> – City, STATE Contracts review for disposition including review of terms, statements of work (SOW), risk assessment, etc. Draft transaction documents such as amendments, terminations, and renewals. Generated and facilitated status reports. Researched complex issues and Identified legal, compliance, and process obligations. Categories: Hardware, Software, Network, Professional, Corporate, Real Estate and Market Data. •Identified cancellation and renewal terms, prepared documented preventing unwanted extensions. •Performed contracts audit and transition of 5000+records for two mergers in timeframe for one.
08/2000 to 10/2007	<b>Regulatory Analyst – Legal and Regulatory Affairs 2yrs</b> <b>Windstream Communications (fmr CT Communications)</b> – City, STATE Commission reports for state regulatory commissions and Federal Communications Commission (FCC). Monitored compliance requirements and recommended resolutions to prevent sanctions. Investigated and responded to customer complaints and internal company inquiries. •Prevented regulatory penalties \$30k+ through analysis, problem presentation and coordinating team work to resolve service quality issues before annual deadline. •Resolved contract dispute resulting in \$16k cost reduction. •Investigated and responded to customer complaints filed with regulatory agencies to ensure resolution. <b>Records &amp; GIS Database Administrator – Engineering 5yrs</b> Systems database administrator for records & reports, data table creations, workstation IT setup, Computer Aided Design Engineering (CAD/E) drafting (Oracle SQL, Microstation, FRAMME). E911 compliance: collaborated with area law enforcement (Cabarrus County Sheriff's Communication Division), municipalities, counties, and telecommunications incumbent to ensure customer data transferred with accuracy. •Workflow developed to create administrative duty synergy; implemented within six months. •Designed error prevention workflow for E911 compliance; reached target of 5% or less within one year.
05/1989 to 08/2000	<b>Engineer II-CAD/E–Engineering 6yrs; Associate Accountant 5yrs</b> <b>Alltel Communications</b> – City, STATE Computer Aided Design Engineer (CAD/E) system, maintained accounting records. •Cost-Benefit report for ruggedized laptops resulted in approval for \$50k the first year. •Lead analyst over data transfer from engineering (GIS/Oracle) to accounting (JD Edwards).

## EDUCATION

2012	<b>Project Management and Business Analysis Certificate</b> <b>Central Piedmont Community College</b> - Charlotte, NC
2007	<b>Paralegal Certificate Program</b> <b>University of North Carolina at Charlotte</b> - Charlotte, North Carolina
2006	<b>Bachelor of Science: Bachelor of Science</b> <b>Pfeiffer University</b> - Charlotte, North Carolina Business Administration