

# Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

**SUMMARY** Seasoned investment professional with strong leadership and interpersonal skills. Adds energy and value to the organizational quest for excellence. Special talent for derivative agreement drafting, review, and negotiation.

**SKILLS**

- Contract Management & Administration
- Contract Abstraction
- Contract Drafting
- Contract Negotiation
- Team Management
- Reliable and Responsible
- Attention to Detail
- Problem-Solving
- Time Management
- Honest and Ethical
- Team Leadership
- Verbal and Written Communication

**EXPERIENCE** **INVESTMENT BANKING SPECIALIST** 05/2021 to 03/2022

**Wellington Management Company, Llp | Radnor, PA**

- Core Operations Management
- Manage Multiple Teams to ensure successful service delivery to various stakeholders
- Manage E2E services Delivery and drive quality regarding process excellence
- Work closely with delivery Teams on TAT Management process improvement and adherence to SLA
- Strong digitization experience with e-discovery projects undertaken
- Worked on Deforce and FileNet Tool and remediated the mismatched Agreement

**LEGAL EXPERT**

01/2018 to 05/2021

**Société Générale Global Solutions Centre Pvt. Ltd | City, STATE**

- Drafting and Negotiation for ISDA, GMRA, GMSLA Contract (Derivative Agreement)
- Contract Review and Abstraction for derivative Agreements
- Heading Legal Automation project
- Handling Adhoc Projects Independently
- Reporting Data to Stakeholder/Client
- Client Calls, Client training
- Modification of Rulebook as per the process
- Handling Daily calls with Onshore stakeholders
- Managing the Quality Assurance of documents for review and abstraction before the Final Production
- Attending client calls on a weekly basis
- Assuring that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support the implementation
- Managing ongoing contracting issues and change management for contracting practice and closing them on priority
- Developing & maintaining contracts repository through tools, processing contracts for different approval
- Providing advisory to clients on managing business controversy & conflict, executing deals, and maintaining regulatory compliance

**LEGAL EXECUTIVE**

01/2016 to 02/2018

**Cognizant Technologies Solutions | City, STATE**

- Conducted legal research and analysis to draft legal opinions, studies and reports.
- Maintained current knowledge of laws to provide clarification on legal concerns.
- Reviewed legal materials for compliance to correct issues.
- Examined legal data to determine advisability of defending or prosecuting lawsuits.
- Leveraged knowledge of precedents and applicable laws to determine probable case outcomes.
- Interviewed clients and witnesses to acquire additional insight into case details.
- Advised clients regarding legal matters, business transactions and claim liability.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Improved operations by working with team members and customers to find workable solutions.

**LEGAL ASSOCIATE**

06/2014 to 07/2015

**QuisLex Legal Services | City, STATE**

- Conducted legal research and analysis to draft legal opinions, studies and reports.
- Reviewed legal materials for compliance to correct issues.
- Routed contracts, agreements and invoices through proper signature process.
- Drafted documents related to client's activities, including statements, contracts and agreements, focusing on readability and enforceability.
- Performed complex legal research to prepare for cases or arbitration.
- Provided legal advice, opinions and solutions regarding issues and risks on various transactional and regulatory matters.
- Reviewed documents and obtained additional information to complete accurate paperwork and avoid delays.
- Prepared legal memos and other documents under guidance of staff attorneys.
- Reviewed files, records and other obtained documents to respond to customer requests.
- Located missing or mislabeled products, researched paperwork discrepancies and updated computer database.
- Provided current and useful information in support of business decision making by gathering process and operational information, organizing points and analyzing trends.
- Completed documents and work requests according to company standards.
- Verified accuracy and integrity of supplied data against established standards.
- Monitored activities to assess compliance with records policies and document management regulations.

**EDUCATION AND TRAINING** **BBA - LLB** 01/2014

**India, New Law College (Bharati Vidyapeeth University), New, Pune, Delhi**

Juniors under Adv. Arun K. Beriwal (AOR) in Supreme court of, 2 Months Description: Case Studies, Observing Proceedings of the Case, Observing hearings of the cases, and Legal Research, GPA: 67

**LANGUAGES** **English:** Hindi: **Negotiated:** **Negotiated:**

**Bengali:**

**Negotiated:**

**ACCOMPLISHMENTS**

- Promoted from Associate to SME, in less than 12 months.
- Led team to achieve project delivery before deadline, earning recognition from upper management and financial reward.
- Created a highly effective new program that significantly impacted efficiency and improved operations. (Automation Project)
- Recognized as Employee of the Year for outstanding performance and team contributions.
- Consistently maintained high customer satisfaction ratings.

**ACTIVITIES AND HONORS**

- Member, Alumni Association