

Corporate Paralegal - Full Time

ROBERT SMITH

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Objective

Corporate Paralegal with over 6 years' experience in investigative and research-oriented procedures, with extensive civil litigation and labor/employment law knowledge. Excellent communication, interpersonal, organizational and decision-making skills. A high degree of customer focus for internal requests, ability to handle problems by developing and implementing solutions

Skills

Communication, Legal, Customer Service

Work Experience

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Alltech, Inc - 2015 - 2019

- Maintain, construct, and execute corporate legal documents throughout the world.
- File and maintain government required corporate entity documents inside the United States.
- Work closely with foreign legal staff to develop a mainstream protocol for requesting the construction and execution of legal documents.
- Develop and implement a records management system to capture all legal documents throughout the world.
- Maintain open lines of communication with foreign and domestic legal staff.
- Maintain corporate legal documents for foreign and domestic entities.
- Research, construct and execute tax documents required for entity banking issues for foreign and domestic entities.

Corporate Paralegal

ABC Corporation - 2013 - 2015

- Management and organization of estate files from intake to close.
- Maintain and build a relationship with the client during the estate administration period.
- Sustain close contact with Judicial offices regarding estate filings.
- Preparation of Wills, Powers of Attorney and all other estate planning documents.
- Responsible for setting up new corporations and other business entities.
- Maintain corporate books and prepare annual meeting documents for clients.
- Draft documents such as contracts and agreements as required by supervising attorneys.

Education

Bachelors of Science in Paralegal Studies - 2012 (Sullivan University Lexington - Lexington, KY)