

ROBERT SMITH

Corporate Paralegal - Intern

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Extremely organized Corporate Paralegal offering extensive experience relating to real estate and business transactional matters. Superior communication skills between clients, opposing counsel, lenders, construction and closing escrow officers/underwriters and industry engineers.

JANUARY 2007 - JANUARY 2008

CORPORATE PARALEGAL - INTERN - ABC CORPORATION

- Investigate escalated account matters for the business unit.
- Perform quality assurance over new accounts processing items through a review of W8s.
- Work with area supervisors to provide feedback and additional training to processing staff.
- Identify trends and key issues for management such as issues that may require additional branch training.
- Prepared legal documents for execution and delivery to overseas counterparties.
- Initiated and follow through with the creation of onshore, offshore, and Delaware entities for new and existing deals.
- On a regular basis, liaising with onshore & offshore administrators to maintain client documentation.

OCTOBER 2006 - DECEMBER 2006

CORPORATE PARALEGAL - ABC CORPORATION

- Work with lawyers to prepare all documents required to form corporations (both business and not-for-profit corporations), partnerships and limited liability companies in any state.
- Assist lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations, partnerships and/or limited liability companies.
- Assist lawyers with the completion of stock certificates.
- Complete franchise tax forms for lawyer review.
- Create and maintain corporate minute books.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

BS in Paralegal Applied Occupational Studies - 2005 (New York Career Institute)

SKILLS

Contract Management, Database Administration, Microsoft Office, HRIS, Communication, Legal