

## Objective

Dedicated, persistent and resourceful Corporate Paralegal II with hands-on experience in corporate office legal setting, successfully meeting and exceeding performance expectations while handling multiple tasks simultaneously. Periodically conducted audits and ensured the execution of compliance standards.

## Skills

Writing Skills, Concur, WordPerfect, Microsoft: Word, Excel, PowerPoint, Outlook,

## Work Experience

### Corporate Paralegal II

**Lion Raisins, Inc** - 2009 – 2019

- Manage a diverse and high volume caseload for the corporate attorney.
- Draft demand letters and see collection cases through to entry of judgments.
- Prepare for all aspects of civil litigation, law and motion, and trial.
- Draft discovery requests and responses in Federal Court, State Court, OSHA proceedings, and other administrative proceedings.
- Investigate, analyze and draft responses to employee discrimination complaints filed with the DFEH, EEOC, and Labor Commissioners Office.
- Assist in conducting investigations in response to employee complaints.
- Conduct legal research as to a vast array of legal issues, and draft legal analysis regarding findings.

### Corporate Paralegal

**ABC Corporation** - 2004 – 2009

- Completed legal documents for the formation, qualification, dissolution, fictitious names, and management of corporate entities using nationwide Secretary of State Websites.
- Prepared corporate minutes for board meetings for Nevada incorporated entities.
- Maintained locked vault containing corporate minute books, seals, and other documents pertaining to both public and private entities.
- Coordinated due diligence material for mergers and acquisitions with various company departments as well as an outside law firms.
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## Education

Bachelor of Arts in Political Science - 2002 (University of California - Los Angeles, CA)