

ROBERT SMITH

Corporate Paralegal/Executive Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Experienced Corporate Paralegal/Executive Assistant with Certified Litigation Specialist certification with strong organizational and oral/written communication skills, who has the capability to adhere to sensitive deadlines and project goals, all while maintaining responsible corporate manners. Capable of providing both analytical and administrative support to all levels of management, co-workers, and clients while contributing to the company's overall philosophy and bottom-line.

CORE COMPETENCIES

Microsoft Office, HRIS, Communication, Legal

PROFESSIONAL EXPERIENCE

Corporate Paralegal/Executive Assistant

ABC Corporation - April 2012 – June 2014

Key Deliverables:

- Corporate Paralegal supporting 30 attorneys.
- Responsible for corporate entity management in all phases, from formation, licensing, maintenance of corporate records, stock ledgers, preparation of stock certificates and stock powers, incumbency certificates, the board of director meeting minutes and maintenance of minute books.
- Draft annual director and shareholder resolutions and consents.
- Responsible for updating signing authorities.
- Manage routine regulatory compliance matters.
- Responsible for filing annual reports, franchise tax payments, and preparation of annual director and shareholder resolutions and consents.
- Supervise and train entry-level corporate paralegals.

Corporate Paralegal

ABC Corporation - June 1997 – December 2000

Key Deliverables:

- Team member for managing partner and six attorneys.
- Prepared SEC and UCC filings.
- Prepared corporate minute books, stock certificates, stock ledgers.
- Drafted various corporate contracts and supporting documentation.
- Drafted entity formations, incorporations, qualifications, and dissolutions.
- Checked availability of corporate names, prepared and filed applications for name reservations.
- Requested federal and state tax identification numbers.

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EDUCATION

- Certificate in Paralegal Studies Program - 1995 (Fairleigh Dickinson University)