

# Robert Smith

## Corporate Paralegal - Contractor

### PERSONAL STATEMENT

Experienced Corporate Paralegal offering first-rate support to legal and/or business professionals. Highly adaptable with a proven ability to learn quickly and under pressure; exceptional organization; requires minimal supervision; excels in both an individual and a teamwork setting; professional and positive demeanor.

### WORK EXPERIENCE

#### **Corporate Paralegal - Contractor**

**ABC Corporation - 2000 - 2001**

##### *Responsibilities:*

- Supervised the drafting of securities files related to private offerings and placement.
- Managed document preparation in response to Federal and State comments.
- Assisted with research for Blue Sky filings and prepared Regulation D, 25102 (f) & (o), and Federal filings.
- Drafted financial reports and documents, including distribution of Board and shareholder documents.
- Administered client documents and Minute books.
- Prepared State Securities filings for incorporations, as well as the creation of LLPs, in various states.
- Maintained extensive database and portfolio of clients, including communications and Due Diligence.

#### **Corporate Paralegal**

**ABC Corporation - 1995 - 2000**

##### *Responsibilities:*

- Property title and property insurance Supported General Counsel with daily legal matters.
- Reviewed and drafted agreements (confidentiality/nondisclosure agreements, license agreements, supplier agreements, etc.) with redline format.
- Performed daily operational functions (i.e. memorandums, collection letters, etc.).
- Audited company contracts.
- Reviewed departmental forms for compliance (deeds, mortgages, memoranda of leases, UCC financing statements, etc.)
- Performed legal research for situational matters. Generated filing database.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Bachelor of Arts in Liberal Arts/Psychology - 1984 (San Jose State University)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft office, TDD  
Telephone, Transcription,  
Document Management,  
Acrobat, Excel, Access,  
Word, Outlook,  
Calendaring.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

