

ROBERT SMITH

Corporate Paralegal I

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

SUMMARY

Corporate Paralegal I with good written, inter-personal and analytical communication skills and has got the caliber to work as part of a team. Self-motivated, dedicated and an aggressive goal-oriented approach to problem-solving. Result oriented and highly energetic. Done multiple pilot projects on Contracts such as NDA, Financial Agreement, Health Services, and Power Project Agreement.

CORE COMPETENCIES

BoardVantage, GEMS Entity Management, SharePoint, HCue, Edgar, MS Office Suite.

PROFESSIONAL EXPERIENCE

Corporate Paralegal I

Sungard Availability Services, LP - 2014 – 2019

Key Deliverables:

- Manages Board meeting logistics, including event planning activities, and the Annual meeting process for all U.S.
- Develop agendas and identify issues to be addressed by the Board and other Committees.
- Assist with the development and provision of appropriate background materials to facilitate deliberations on issues brought before the Board and Committees.
- Coordinate the final approval of Board and Committee meeting agendas, materials and presentations.
- Use BoardVantage to send Board and Committee meeting materials.
- Maintain and update the entity management system for all companies using Computershare GEMS entity management system.
- Prepare notices, consents, and minutes for the Board and Committees.

Corporate Paralegal

ABC Corporation - 2009 – 2014

Key Deliverables:

- Managed and administered bank litigation matters, loan pool sales, etc.
- Administered contract review, renewal, and negotiation of all banking procurement, sourcing and operational contracts.
- Supported in-house counsel with a variety of banking transactions, including but not limited to, acquisition and development loans, construction loans, bridge loans, mezzanine loans, multi-property revolving credit, tenant-in-common credit, working capital lines of credit, equipment lines of credit, distressed loans, loan modifications, foreclosures, and other related matters.
- Supported General Counsel with all insurance renewals and negotiations.

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- Supported Treasury Managements drafting of all online banking services terms and conditions.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

Paralegal Certification Program - 2008 (Widener University - Wilmington, DE)

