

Corporate Paralegal

ROBERT SMITH

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Objective

Highly skilled Corporate Paralegal with legal experience looking for a position within the County which will allow the use of outstanding conflict-management and interpersonal skills and utilization of critical thinking skills working with complex social situations and conflict resolution.

Skills

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

Work Experience

Corporate Paralegal

ABC Corporation - 2008 - 2010

- Contract Position Maintained and organized pertinent records for off-shore corporate subsidiaries.
- Drafted special meeting minutes for corporate activities.
- Track shareholders and percentage of stock holding.
- Maintain a tickler system for regular and annual meetings.
- Drafted documents for board meetings, including notices, proxies, affidavits of mailing, agenda, resolutions, ballots, oaths, minutes, and written consents.
- Maintained minutes of all board meetings and certain committee meetings.
- Maintained corporate secretary database for company and related joint ventures and subsidiaries.

Corporate Paralegal

Cummins Inc. - 2003 - 2008

- Manage pre-litigation issues in a timely fashion by investigating allegations; researching product information; negotiating and determining resolution.
- Manage all aspects of fire investigations between the Business Unit and the external investigator.
- Draft Settlement and Release agreements.
- Manage litigation discovery and coordinate with outside counsel to set strategies.
- Provide support to Labor & Employment attorneys as needed.
- Maintain Serengeti tracker matters.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate in Paralegal - 2002 (University of North Texas - Denton, TX)