

Tasha Hubbard

Houston TX, 77056 | hubbardtasha@me.com | 832-878-6774

<https://www.linkedin.com/in/tasha-h-278b12b4/>

EDUCATION

Bradford School of Business

Houston, Texas

A.S. Business Administration

Expected Graduation: 2025

Lone Star College

Houston, Texas

A.A. Arts

PROFESSIONAL EXPERIENCE

Capstone Associated Services, LP | Houston, Texas

February 2024- Present

Lead Paralegal

- Collaborate with corporate attorneys on client legal matters, ensuring compliance with regulatory requirements.
- Draft legal documents for corporate dissolutions, dividend declarations, and complex loan agreements.
- Manage UCC filings for lending arrangements, ensuring state compliance and record accuracy.

Capstone Associated Services, LP | Houston, Texas

March 2017- Present

Contract Administrator

- Draft and manage contracts for reinsurance programs, maintaining accuracy and compliance.
- Coordinate with financial teams to validate reinsurance payments and maintain client records.
- Assist with corporate governance and legal compliance documentation.

Capstone Associated Services, LP | Houston, Texas

January 2015- March 2017

Accounting Administrator

- Partnered with VP of Operations to manage client accounts and compliance reporting.
- Prepared for annual independent audits, including audit confirmations and client account reconciliations.
- Coordinated client payable settlements and assisted in financial reporting.

Capstone Associated Services, LP | Houston, Texas

October 2008- January 2015

Accounting Assistant

- Processed monthly journal entries, deposits, and check postings, preparing quarterly and annual financial reports.
- Organized monthly bank and brokerage statements for 100+ companies.
- Assisted with compliance and annual audit preparation.

Rapid Settlements | Houston, Texas

March 2005- September 2008

Research & Marketing Assistant

- Researched legal cases, performed skip tracing, legal coding, and handled discovery requests.
- Maintained and updated SQL-based CRM system with client and court information.
- Supported marketing operations, including mass mail campaigns and CRM data updates.

PROFESSIONAL & TECHNICAL SKILLS

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|----------------------------|---------------------------------------|------------------------------|
| • Microsoft Office Suites | • Sage 50 | • E-filing |
| • Word Perfect | • QuickBooks | • Records Management Systems |
| • Client Relation Building | • SQL- Proprietary Insurance Software | • Microsoft Excel |
| • Accounting Software | • SOFIE | • Microsoft Word |
| • Peach Tree | • LexisNexis & Westlaw Legal Research | • Microsoft Outlook |

CERTIFICATIONS & COURSES

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|------------------------------------|-------------------|----------------------------|
| • Texas Notary Public | • Accounting | • Excel Essential Training |
| • Administration Assistant Diploma | • Cost Accounting | |