**Name**

**Address**

**Phone**

**Email**

**LEGAL EXPERIENCE**

**Paralegal, LLP, Pittsburgh PA (2003 – Present)**

* Responsible for providing paralegal services to legal counsel and mutual fund clients to meet regulatory and client requirements including: preparing disclosure and regulatory documents required for the creation and maintenance of mutual funds and ETFs; creating new portfolios and classes of shares to existing mutual funds in compliance with statutory and SEC regulatory requirements; assisting with mutual fund mergers; coordinating and completing timely submission of all disclosure and regulatory documents as required by the SEC and NFA; reviewing shareholder reports for compliance with FINRA and SEC regulatory requirements; resolving issues with the SEC and NFA as appropriate, and assisting with special research projects as needed.
* Derivative experience includes: reviewing and processing derivative confirmations through either the DerivServ or Markit computer platform; assisting with reviewing and drafting ISDA agreements; drafting amendments to ISDA agreements; drafting Board resolutions as necessary for authority to enter into derivative transactions; completing applications to open options and futures accounts; resolving issues with various counterparties, and assisting with registering commodity pool operators with the NFA.

**Paralegal, Cincinnati, OH (2000 - 2003)**

* Responsibilities included: drafting amendments to hotel contracts; obtaining all necessary hotel operating permits; communicating with title agents and surveyors for issuance of title insurance; forming corporate entities, and obtaining general contractor licenses in various states.

**Paralegal, LLP, Cincinnati, OH (1998 – 2000)**

* Responsibilities included: assisting in drafting responses to interrogatories; summarizing depositions; performing trademark searches and filing Combined Affidavit Sections 8 and 13 filings with the Assistant Commissioner of Trademarks, and filing Investment Advisor Notice filings in various jurisdictions.

**EDUCATION**

***Paralegal Certificate***, American Institute of Paralegal Studies (1996)

***Master of Education in Special Education: Hearing Impaired***, University of Pittsburgh (1987)

***Bachelor of Arts in Speech Pathology and Audiology***, Duquesne University (1985)