

Neal A. Pathak

Houston, TX; (832) 526-7783; nealpathak@icloud.com

EDUCATION

The University of Texas at Dallas

B.S., Business Administration

August 2017

EXPERIENCE

Mills Shirley L.L.P., Galveston, TX

Paralegal

March 2022 – August 2022; April 2023 – Present

- Draft and revise complex legal documents, including motions to compel, motions for summary judgment, pleadings, and discovery responses. Use Excel to create attorney fee summary tables, calculate damages on promissory notes, and automate reporting deadline calculations based on claim assignment dates for insurance clients.
- Draft corporate and financial documents, such as loan agreements, promissory notes, and corporate formation materials, tailored to specific case requirements.
- Manage litigation from pre-suit to appeal, tracking deadlines, preparing trial materials, scheduling depositions, and coordinating with clients and courts.
- Develop standardized templates and leverage AI tools to automate routine tasks, streamline workflows, and reduce turnaround times for legal processes.
- Mentor new associates on firm policies and procedures, independently handle docket management, and lead process improvement initiatives to optimize team performance.

Galveston County Health District, Texas City, TX

Contract Analyst

August 2022 – March 2023

- Managed a portfolio of 500+ contracts, ensuring deadlines were met while coordinating with department heads, vendors, and the CEO. Prepared monthly reports on new, terminated, and renewed contracts for the United Board of Health.
- Conducted HIPAA compliance training for new employees and ensured regulatory standards were upheld across the organization.
- Acted as project manager for the implementation of Compliatric, a Salesforce-based compliance software, streamlining workflows for 300 employees across multiple departments.

Self-Employed, Houston, TX

Independent Trader

August 2017 – March 2022

- Managed a \$50,000–\$100,000 portfolio, trading equities, options, and futures with a focus on volatility strategies, option Greeks, and risk management, consistently outperforming the S&P 500. Monitored FOMC policies, global economic events, and financial markets to inform investment decisions and develop effective trading strategies.

Hawkins Parnell & Young, LLP, Dallas, TX

Finance Assistant (June 2016 – October 2016)

October 2015 – October 2016

- Prepared monthly financial reports using Excel, employing VLOOKUP and pivot tables to present deducted billables sortable by attorney, office, and client.
- Streamlined billing processes by creating a cheat sheet for attorneys, reducing time entry errors and improving accuracy.

Paralegal (December 2015 – June 2016)

- Reviewed and summarized discovery responses and medical records to support litigation strategy and trial preparation.
- Drafted pleadings and correspondence while coordinating with attorneys to manage deadlines and ensure procedural compliance.

File Clerk (October 2015 – December 2015)

- Converted the firm's physical file room into an electronic database, scanning and organizing case files into the litigation management system for improved accessibility and efficiency.

ADDITIONAL INFORMATION

- *Software Proficiency:* Microsoft Word (TOA, TOC, mail merge), Excel (VLOOKUP, pivot tables), PowerPoint, SharePoint, Teams, Outlook, Power BI, Python, HTML, CSS, ChatGPT, Westlaw, Clio, OnCue, TrialDirector, NetDocuments, Logikcull, Everlaw.
- *Work Authorization:* Authorized to work in the United States without restrictions; U.S. Permanent Resident.