**Mervin E. Horst**

Located in NY

Email: [bruder@aol.com](mailto:bruder@aol.com) Phone: 917-930-3188

Available to interview and start immediately

US Citizen

**PROFESSIONAL SUMMARY:**

* Highly experienced corporate career paralegal with extensive experience assisting in the negotiation, execution and proper storage of corporate documentation, related contracts, software agreements and trading agreements.
* He has used various databases to store fully completed corporate documents.
* He also has experience keeping physical minute books for legal entities and keeping minutes of board meetings.
* He has assisted both internal and external auditors in gathering information and fully executed documentation required for FINRA and the SEC.
* Extensive experience with the Microsoft Office Suite of products--Word, Excel, PowerPoint, Outlook, SharePoint--as well as a good general knowledge of various bespoke software systems used to organize the documentation of the broker-dealers, international bank and pension fund administrator where he was previously employed.
* Aptitude to quickly learn new computer systems and is highly skilled in quickly locating key documentation required to close business transactions wherever they are stored.
* Currently enrolled in various on line college courses including ones on negotiation, corporate finance, Property and Liability: an introduction to law and economics and financial accounting to satisfy his unquenchable desire to learn.  The sponsors of these courses are Yale University, University of Pennsylvania, The University of California at Irvine and Wesleyan University.

**PROFESSIONAL EXPERIENCE:**

**Bankruptcy Paralegal (contract) June 2016 – Present**

**Tower Legal Staffing, Inc. at Prime Clerk, LLC New York, NY**

* Collect and review Proofs of Claim and assured data integrity in the client’s database used for coordination of Proofs of Claim for Chapter 11 and Chapter 7 bankruptcy cases. This includes actual entity which is the debtor, date of claim, amounts and nature of the claim, priority on the scale of claims, if claim would be exempt from the bankruptcy estate, etc.
* Spot any variant language or omissions in the Proof of Claim that must result in a modification of the database entry.
* Role performed in a high volume environment.

**Derivatives Paralegal—Legal Opinion drafting and retention (contract) March 2016 – May 2016**

**First Choice Staffing of NY, Inc. at Sumitomo Mitsui Banking Corporation, New York, NY**

* Collected and reviewed applicable documentation including ISDA trade confirmations, credit support documentation (guaranty), swap trading relationship documentation (Swap Trading Relationship Agreements and Terms of Business for Swap Transactions—both Dodd Frank requirements) and draft legal opinions (“Opinions”).
* Corrected the draft Opinions to ensure accuracy based on the deal terms.
* Spotted any novel language or omissions in the supporting documentation that must result in a modification of the Opinion.
* Provided legal staff with a draft Opinion for a de novo review, and receives comments/approval from the legal reviewer.
* Circulated the approved draft Opinion back to the business unit for approval by the counterparty and explains any language issues, if possible.
* Coordinated the issuance of signed Opinions, kept all files and documentation in Lotus Notes database.
* Monitored that database for open issues or unresolved matters. Retained fully executed legal opinions.
* Followed up on those unresolved matters until closure.

**Contract Manager—Global Procurement (contract) November 2015-January 2016**

**Talentburst, Inc. at Gartner, Inc.**

* Performed as a key resource on Gartner's Global Procurement team - a highly skilled, collaborative, client-focused, team of Contract Negotiators.
* Negotiated terms for Software Licensing, SaaS, Cloud, Subscription and Services Agreements.
* Ensured that contracts provide good value for Gartner, Inc. and minimize Gartner, Inc.’s risks.
* Effectively communicated any risks or issues to both internal stakeholders and signatories.
* Created, formatted, analyzed and redlined complex agreements governing the software subscription SaaS and subscription process.
* Managed final contract authorized signature process for internal and external stakeholders via the digital signature software system DocuSign www.docusign.com .
* Contract Document tracking and retention using Contract Logix http://www.contractlogix.com/.

**Contract Paralegal (contract) October 2015-November 2015**

**Tower Legal Solutions, Inc. at Coty Inc., New York, NY**

* Performed corporate governance functions for a world leading American beauty products manufacturer based in New York.
* Prepared, proofread, analyzed and submitted documentation for regulatory agencies, i.e. FINRA and the SEC for a publically traded entity.
* Prepared complex signature pages with appropriate signatories and titles for the over 130 entities which make up the Coty Inc. global family of companies.

**Client Agreement Consultant (contract) September 2014-June 2015**

**Adroit Software, Inc. at TIAA-CREF, New York, NY**

* Created new or amended TIAA initiated client agreements that support products and services including negotiation of revisions to include various annuities, mutual funds and insurance products.
* Generated group applications and contracts to support Stable Value Products/Annuities.
* Provided standard legal communications and correspondence.
* Researched and resolved inquiries and/or complaints of internal clients, as well as external customers and their representatives; serves as first point of escalation for issues related to legal agreements. Oversaw electronic retention of fully executed legal documentation on the company repository via the software program Siebel.
* Participated in project teams for new products and services providing analysis of impact to legal agreements.
* Served as liaison with assigned business areas and/or outside vendors regarding special projects /requests.
* Applied strong understanding of business best practices to enhance operational efficiency and reduce costs.
* Identified business processes requiring improvement and recommends alternative solutions to management.
* Assisted in monitoring, evaluating and modifying newly implemented processes and initiatives.
* Worked independently to support day-to-day development and execution of business planning activities and senior management initiatives for multiple assigned business areas.
* Produced complex, periodic and/or ad hoc reports on area and unit progress, customer satisfaction, etc.
* Participated on and/or supported multiple project teams for complex business area initiatives, ensuring that assigned areas are fully represented on corporate strategic projects.

**Compliance/Corporate Governance Paralegal October 2012-August 2014**

**KGS-Alpha Capital Markets, L.P., New York, NY**

* Prepared, negotiated, processed, tracked and stored all contracts, trading agreements, i.e. ISDAs, MRAs, MSFTAs, software and technology agreements, and NDAs in hard copy and electronically on SharePoint.
* Prepared first drafts of MRAs, MSFTs and NDAs. Collaborated with colleagues in negotiation and final execution of these documents. Maintained a database of fully executed documentation. Developed and maintained a SharePoint system which tracked NDAs and other documents for expiry dates and possible renewal.
* Drafted user guide policy for MRAs and corporate governance documentation.
* Performed corporate entity management by maintaining corporate governance documentation for all KGS corporate entities, including formation of entities, qualifications in various jurisdictions, tracked and coordinated annual report process, drafted and managed final execution and electronic and hard copy retention of limited partnership agreements, limited liability company agreement and board consents, etc.
* Provided corporate governance guidance and assistance as required including incumbency certificates evidencing signatory authority, certificates of good standing and continual interaction with the corporate services company.
* Prepared materials for board meetings; retained materials for regulatory purposes.
* Worked with outside counsel on specific projects (in all areas of law) especially responding to SEC and FINRA inquiries.
* Reviewed documents prepared by outside counsel/consultants for accuracy and completeness.
* Assisted in other projects, including assisting other KGS departments, as directed by General Counsel or Legal/Compliance staff.

**Paralegal and Associate November 2010-April 2012**

**Jefferies & Company, Inc., New York, NY.**

* Tracked and updated trading documentation negotiation status on SharePoint database, including preparation and distribution of weekly status reports.
* Negotiated, prepared, distributed and oversaw execution of ISDAs (International Swaps and Derivatives Association), GMRAs (Global Master Repurchase Agreements), MRAs (Master Repurchase Agreements), GMSLAs (Global Master Securities Loan Agreements), MSLAs (Master Securities Loan Agreements), MSFTAs (Master Securities Forward Transaction Agreements) and other trading agreements, including collection of counterparty docs, due diligence on counterparty corporate and signature authority, and preparation of fully executed electronic versions of documentation as well as read and interpreted organizational documents for corporations, partnerships and LLCs.
* Drafted trading agreements, amendments to trading agreements and NDAs/Confidentiality Agreements. Included insertion of registered agents, credit terms and conditions for events of default.
* Prepared, distributed and oversaw execution of parental group guaranties.
* Performed corporate entity management by preparing secretary certificates, incumbency certificates, and other corporate resolutions.
* Registered and prepared biannual reporting of stock loan agreements with the Hong Kong Inland Revenue Department.
* Preparation, completion and filings of corporate documentation for apostilles for use in a foreign jurisdiction, including travel to County Clerk’s office of New York County, New York State Secretary of State office and various consulate generals for authentication/consularization.
* Coordination with international colleagues and counterparties demonstrating tact and attention to cultural differences in a business environment.

**Compliance Paralegal/Contract Analyst July 2010-October 2010**

**Express Employment Professionals at Chartis Insurance, New York, NY**

* Prepared and drafted various contracts and amendments focusing on Third Party Administrator contracts/Claims Service Agreements.
* Responsible for compliance of contracts and agreements; reviewed for appropriate signatures, any changes; Routed executed agreements/contracts to appropriate authorities.
* Assisted with special projects as assigned (Audits, Research assignments, document review etc.)
* Maintained and updated user database with extremely complex details for policies governed by Claims Service Agreements.
* Maintained a central repository—both in physical files as well as via an electronic version—of all fully executed documentation.

**Paralegal January 2010-May 2010**

**Northpointe Personnel/Asset Staffing at ICAP North America Inc., Jersey City, NJ**

* Performed corporate entity management by reviewing, maintaining and drafting corporate documents, including but not limited to, corporate resolutions, minutes and certificates, including general corporate governance transactions.
* Handled statutory filings and state annual reports, coordination with registered agents. Formed and dissolved entities.
* Prepared and drafted various contracts focusing on employment contracts.
* Reviewed legal documents and contracts.
* Established, maintained, and updated employment and corporate governance files.
* Maintained and updated tracking databases.

**Operations, Collateral Management, Vice President August 2008-April 2009**

**Credit Suisse, New York, NY**

* Coordinated input of static data (which determined initial margin and variation margin) to mitigate counterparty risk interpreted from the corresponding Credit Support Annexes to the ISDA Master Agreements for collateral management issued by the family of Credit Suisse affiliates maintaining the integrity of the database (ALGO Collateral System) for collateral management.
* Coordination of input of static data when Tri-Party Collateral Account Control Agreements were in place, which controlled the location, and movements of collateral for large investment managers.
* Worked closely with collateral analysts to clarify types and substitutions of and movements of collateral governed by the Credit Support Annex.
* Interpreted collateral requirements for Special Purpose Vehicles ("SPVs") for possible collateral posting for CDOs, CLOs and other SPVs backed by various Credit Suisse affiliates and coordinated input of static data into the ALGO Collateral System.
* Guided and supervised assistant vice president and non-officer staff of five.

**Senior Paralegal, Legal Department, Vice President April 2003-August 2008**

**Bear, Stearns & Co. Inc., New York, NY**

(Permanent Employee April 2003-August 2008, contract position January 2003- March 2003)

* Reviewed, prepared and negotiated legal documentation, i.e., confidentiality agreements, complex agreements and complex contracts for various mortgage products to be purchased, sold, traded; closed and settled transactions.
* Drafted and negotiated term sheets for purchases and sales of mortgage loans.
* Closed and settled mortgage loan transactions.
* Extensive client and counterparty interaction; coordinated issues with in-house and external attorneys and across other internal groups; coordinated and communicated with various departments; researched and retrieved mortgage related matters.
* Monitored bankrupt counterparties’ cases to protect interests of firm; oversaw outside counsel and produced supporting documentation regarding claims in bankruptcies.
* Drafted amendments to contracts and agreements to include changes in law, underwriting guidelines, and product type.
* Coordinated Sarbanes-Oxley compliance procedures for circa 100 individual mortgage-backed and asset-backed securitizations for presentation to the SEC. Oversaw entry of SEC Form W-8s for individual securitizations. Duties included coordination of Sarbanes-Oxley Certifications and sub certifications from various servicers and subservicers to ascertain compliance of servicing for mortgage loan pools.

**Legal Assistant—Derivatives July 2000-October 2002**

**Schulte Roth & Zabel LLP, New York, NY**

* Supported all phases of derivatives documentation for eight attorneys including formation, merging and liquidating legal entities and drafting of legal opinions.
* Prepared initial drafts and markups of counterparty Schedules to the ISDA Master Agreement and Paragraph 13 to the Credit Support Annex for responsible attorney for private equity clients.
* Distributed finalized agreements and documentation to clients, counterparties and central files.
* Coordinated with counterparties for documentation deficiencies, including legal opinions, memoranda and articles of association, board resolutions, secretary's certificates, limited partnership agreements and powers of attorney. Responsible for compilation of credit, business and operational terms in the ISDA Schedule, and CSA in spreadsheet format.
* Participated in closings for CDO/CBO transactions for private equity clients.
* Coordinated execution and initial revisions of Global Master Repurchase Agreements, Master Repurchase Agreements and Overseas Securities Lending Agreements between counterparties and clients.
* Performed private equity entity management by procuring and drafting constituent documentation for due diligence for counterparties.

**Administrative Assistant May 1993-July 2000**

**Deutsche Bank AG, New York, NY**

* Coordinated final drafts and oversaw execution of ISDA Master Agreements and Credit Support Annexes as well as documentation for other derivative transactions, employment contracts and contract worker agreements.
* Supplied and requested requisite corporate documentation required in such Agreements, including incumbency certificates, corporate charters, legal opinions, IRS forms, board resolutions and articles of incorporation.
* Prepared authentication and apostilles for legal documentation requiring registration in a foreign jurisdiction.
* Initially employed as a contract position and converted to permanent employee.

**EDUCATION:**

* May 2000-December 2001: Derivatives Courses at NYU School of Continuing Education and Professional Studies
* September 1999: Diploma Program in Paralegal Studies, New York University. American Bar Association approved. Included study of Securities Acts of 1933 & 1934, blue sky laws, derivatives documentation, residential real estate law, commercial real estate law, corporate law, bankruptcy law, intellectual property law, trusts & estates, legal research and writing and litigation case management.
* May 1986: Diploma of Business German. Sponsored by the German American Chamber of Commerce, Inc., NY, NY, Goethe House, NY, Carl Duisburg Society, NY and Carl Duisburg Centren GmbH, Köln, Germany.
* August 1984: Goshen College, Goshen, IN. BA in German. BA in History. 3.6/4.0 GPA. Year of study in the former German Democratic Republic and Federal Republic of Germany at Philipps-Universität Marburg, Biegenstraße 10, D-35032 Marburg.

**SKILLS:**

* Fluent in business and legal German.
* October 2015 scored in the 92 percentile of the German English legal reading aptitude test administered by ALTA Language Services, Inc.
* Notary public, registered in New York, New York.
* Proficient in Microsoft Office programs, tested in the 90 percentile and above in the first four programs. (MS Word, MS Outlook, MS Excel, MS PowerPoint, MS Access), Workshare formerly known as Deltaview and other document management software, PC Docs, iManage. Quickbooks Financial bookkeeping software.
* Proficient in legal research (Westlaw and Lexis-Nexis). Board Member of DB Alumni Inc.