

# REDACTED

Cell: 702-539-2850 • [Admin@BestParalegalResumes.com](mailto:Admin@BestParalegalResumes.com)

## EXECUTIVE LEGAL ASSISTANT/PARALEGAL

Solutions-focused, motivated professional with a comprehensive background in legal support, executive assistance and paralegal skills. Ability to manage multiple simultaneous projects while working under pressure in fast-paced, deadline-driven environments. Excels at interacting with broad populations including senior management, attorneys, judges, staff and clients. Highly versatile; quickly masters new roles, responsibilities, technologies and situations. Reputation for integrity, problem solving abilities, work ethic and analytical skills. *Areas of expertise include:*

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Legal Research & Writing • Problem Solving • SEC Corporate Governance Documents • Trial Preparation  
Case Management • Client Relations • Scheduling • Word Processing • Computer Skills • Internet Research  
Organization • Decision-Making • Strong Attention to Detail • Process Improvement • Pleadings

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## PROFESSIONAL EXPERIENCE

REDACTED - Houston, TX (2007-2009)

### **Contract Legal Assistant**

Led a team of junior paralegals and support staff in all aspects of daily legal analysis, litigation support and contract analysis for companies including Exxon Mobil Corporation. Performed a broad range of paralegal duties, with an emphasis on contract research, analysis and administration. Proficiently administered complex information management/data management systems to maximize operational efficiencies and ensure accurate and up-to-date records.

#### *Selected Highlights:*

- Evaluated and analyzed contract agreements, organized documents, managed calendaring and drafted memoranda, further illustrating exceptional multitasking abilities.
- Proficiently provided comprehensive litigation support for matters involving patent law, commercial litigation and employment law.

REDACTED. - Houston, TX (2005-2007)

### **Senior Executive Legal Assistant**

Supported the partner and Assistant General Counsel attorneys in the legal department of this cancer research and development corporation. Assisted associate counsel with all aspects of real estate acquisitions, due diligence and related documentation. Coordinated meeting schedules and daily/weekly tasks and oversaw administrative activities. Proficiently managed phone communications, ensuring delivery of quality customer service in directing calls, responding to inquiries and relaying detailed messages.

#### *Selected Highlights:*

- Collaborated closely with a regulatory attorney in coordinating with outside counsel on issues involving federal subpoenas, document production and litigation matters involving employment law and commercial litigation.
- Maintained accountability for categorizing and coordinating comprehensive pharmaceutical and management services agreements, drafting board minutes and distribution of board materials for quarterly and annual meetings, and maintaining and updating corporate minute books.
- Provided additional assistance to the SEC associate counsel on matters regarding the company's registration statements and reports filed with the Securities and Exchange Commission.

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REDACTED - Houston, TX (2004-2005)

**Executive Legal Assistant**

Supported a lead attorney in all aspects of intellectual property, executive compensation and employee benefits. Prioritized, planned and coordinated multiple projects to maximize efficiency and achieve critical timelines.

*Selected Highlights:*

- Reviewed and evaluated files and drafted revised 401(k) plans, ERISA documentation, stock option plans, and executive compensation issues.
- Worked with attorneys to maintain, edit and update PowerPoint presentations and related materials provided by attorneys at legal seminars.

REDACTED - Houston, TX (1994-2003)

**Executive Legal Assistant**

Assisted junior and senior-level attorneys in all facets of corporate and securities law, including preparing documents for offerings and multi-faceted tables for registration statements, executive compensation tables, and related corporate documentation. Managed and updated the master document, tracked changes and documentation for SEC documentation filings, supervised administrative and billing matters and initiated conflicts checks for new businesses.

*Selected Highlights:*

- Played a key role in the preparation of 501(c) charitable organization and organized fundraiser activities, raising money for Make-A-Wish Foundation and Boys and Girls Clubs.
- Improved operational efficiency by creating and updating database of guests, sponsors, advertisers, distributing advertising materials and followed-up with vendors.
- Attended closings throughout the United States and supported document preparation for securities offerings and related transactions.

*Career Note:* Additional employment experience as an Executive Legal Secretary for William S. Hart.

**EDUCATION**

**Associates Degree in Paralegal Studies** (*Graduating in 2010*) - Kaplan University; *Dean's List*  
**Estate Law and Math Courses** - Houston Community College, Houston, TX

**PROFESSIONAL CERTIFICATIONS**

*Effective Writing Course* - Conoco Inc.  
*Time Management Course* - Conoco Inc.  
*Professional Selling Skills* - Xerox Learning International

**TECHNICAL SKILLS**

Microsoft Office Suite, including Excel, Access, PowerPoint and Outlook; WordPerfect;  
PC Docs and iManage; Lexis Nexis, Summation; e-filing with the Courts