**HEDGE FUND & PRIVATE EQUITY SENIOR PARALEGAL**

**EXPERIENCE**

**Multi-Strategy Investment Firm**, New York, NY **xxxx – Present**  
*Senior Paralegal*

* Report directly to the General Counsel, solely responsible for the development, implementation and maintenance of governance reporting processes on all of the firm’s portfolio companies and subsidiary entities 25 operating portfolio companies, 1500+ subsidiaries).
* Assist General Counsel in all firm legal matters, including review and execution of regulatory filings, non- disclosure agreements, offering memoranda and employee contracts.
* Responsible for administration of legal entity database, Name Of Database.
* Develop and maintain strong governance matrix of CEO, CFO and General Counsel positions at portfolio companies for corporate governance scheduled reporting.
* Report writer for reporting needs; ensure both internal and external parties, including senior management, financial reporting, operations, human resources, and firm auditors receive accurate and current information.
* Responsible for statutory compliance of direct subsidiaries and SPVs for investment structures, of both domestic and Cayman Island registered agent accounts, 1200+ entities combined, as sole relationship manager with statutory agent.
* Handle life-cycle corporate filings including formation/dissolutions, qualifications, and annual reports. Negotiated and manage affiliation discounts and serve as relationship liaison for participating portfolio companies with LA Corporation. Realize savings of $1+ million through such negotiations.
* Support General Counsel and legal team’s continued improvements through leading ad hoc projects/processes including developed legal team’s first SharePoint data site for document collaboration, assist with initial process development of GDPR/Data Privacy team (OneTrust), serve as stakeholder of legal team for fund liquidation working group, auditor reporting for independence testing purposes and handle firm’s legalization requirements.

**International Investment Bank**, New York, NY **xxxx – xxxx**  
*International Legal Management Associate (xxxx – xxxx)*

* Implemented new diligence procedures for reviewing structured transactions.
* Coordinated overhaul of committee governance structure.
* Developed approval frameworks for complex, structured and strategic transactions that strengthened processes for evaluating and approving these transactions and their suitability for particular clients. Supervised sales of these transactions by working closely with relevant business desks.
* Inventoried 250 firm-wide, regional and divisional committees creating a clearer roadmap for identifying, escalating and resolving reputational and client matters.
* Drafted template committee charter and managed global rollout and adoption.

*Structured Products Legal Associate (xxxx – xxxx)*

* Revamped approval standards and review processes for structured products sold to institutional, retail and high-net-worth clients.
* Coordinated responses to regulatory reform proposals.
* Supervised sales of structured transactions to institutional clients that raised legal, regulatory, tax, accounting or reputational issues.
* Reviewed new product memos, monitored compliance with approval conditions and revised relevant policies on approval processes and standards.
* Coordinated responses to proposals by reviewing industry comment letters and notifying senior legal and compliance staff of newly released proposals.

*Litigation Analyst (xxxx – xxxx)*

* Assisted in-house and outside counsel with all phases of litigation process, including drafting responses to legal and regulatory proceedings.
* Maintained up-to-date database and produced quarterly reports for General Counsel, Board of Directors and senior management summarizing statuses of 200 legal proceedings.
* Developed curriculum and organized training and networking events for legal analyst program.

**EDUCATION**

**ABC University**, New York, NY **May xxxx**

*Bachelor of Arts in Political Science*