


LORELEI GÜNTER, CP

SENIOR CORPORATE PARALEGAL

CONTACT

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Danville, CA 

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EDUCATION

Associate of Arts

Paralegal Studies

Cal State University, East Bay

2010 - 2012

Hayward, CA

SKILLS

Legal Software
(LexisNexis, LegalEdge, e-File)

Consultation Agreements

Regulation Adaptations

Conducting Research

Multitasking

Active Listening

Adaptability

CERTIFICATIONS

Advanced Certified

Paralegal (ACP)

Certificate in Paralegal
Studies

WORK EXPERIENCE

Corporate Paralegal

Workday

2017 - current / Pleasanton, CA

- Conducted 6+ daily requests for documents from internal and external auditors, regulators, partners, and other stakeholders
- Assessed leases, collaborating across 7 departments on terminations, renewals, and operating expenses
- **Generated 56 types of legal documents**, including contracts, production services agreements, distribution agreements, and other commercial contracts
- Monitored regulation and guideline changes, submitting reports on pertinent changes to **keep 100% of operations up to date**

Paralegal

Chegg

2014 - 2017 / Santa Clara, CA

- Managed legal research for a team of 6 company and 2 consulting lawyers, receiving commendation for efficiency, accuracy, and attention to detail
- Systematized filing system and research resource availability, increasing attorney efficiency by 12%
- **Crafted 64% of information requests** from external and internal auditors and regulators
- **Drafted 71 types of legal documents**, including bylaws, NDAs, contracts, and consultation agreements

Paralegal

Legal Ease LLC

2012 - 2014 / Palo Alto, CA

- Developed reports based on attorney requests for 48 cases, developing legal motions, arguments, and other case filings, **achieving the desired outcome for 92% of clients**
- Taught 8 attorneys cloud-based document management and contract tracking systems, boosting efficiency by 16%
- **Mastered 11 types of software**, including ClioClio, LexisNexis, LegalEdge, and Bill4Time to maximize workflow