

Lorelei Günter, CP

Senior Corporate Paralegal

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Danville, CA

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WORK EXPERIENCE

Workday - Corporate Paralegal

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

Chegg - Paralegal

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

EDUCATION

Cal State University, East Bay - Associate of Arts, Paralegal Studies

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