

# LORELEI GÜNTER, CP

## Senior Corporate Paralegal

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in [LinkedIn](#)

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📍 Danville, CA

🔗 [GitHub](#)

## WORK EXPERIENCE

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### 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

## CAREER OBJECTIVE

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Seasoned senior corporate paralegal with 10+ years of legal experience. Proven track record of enhancing efficiency and cost-effectiveness for 140+ attorneys by transitioning to streamlined software for record-keeping and contract negotiations. Seeking opportunity to continue driving improved legal results at Coursera.

## EDUCATION

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Associate of Arts

Paralegal Studies

[Cal State University, East Bay](#)

📅 2010 - 2012

📍 Hayward, CA

## SKILLS

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- Legal Software (LexisNexis, LegalEdge, e-File)
- Consultation Agreements
- Regulation Adaptations
- Conducting Research
- Multitasking
- Active Listening
- Adaptability

## CERTIFICATIONS

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- Advanced Certified Paralegal (ACP)
- Certificate in Paralegal Studies