

Elena Marsh

Corporate Paralegal

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SUMMARY

Corporate paralegal with eight years supporting mergers, financings and entity management at national law firms. Known for clean closing sets, accurate board records and calm work on deadline.

EXPERIENCE

Whitford & Lane LLP

Senior Corporate Paralegal

Chicago, IL

Apr 2021 to Present

- Coordinate closing checklists for 25+ M&A and financing deals a year worth up to \$400M
- Maintain minute books and annual filings for 180 client entities across 22 states
- Cut signature page turnaround from 3 days to 1 by moving closings to e-signature
- Train and review the work of 4 junior paralegals

Harlow Brennan LLP

Corporate Paralegal

Chicago, IL

Jun 2018 to Mar 2021

- Drafted resolutions, consents and officer certificates for private equity clients
- Ran UCC, lien and litigation searches for 60+ lending transactions
- Built a filing calendar that ended missed annual report deadlines

Ostrowski Family Law

Legal Assistant

Evanston, IL

Aug 2016 to May 2018

- Prepared court filings and discovery binders for a 3-attorney practice
- Managed calendars, billing entries and client intake for 40 open matters

EDUCATION

Loyola University Chicago

Paralegal Certificate

Chicago, IL

2016

- ABA-approved program, evening study

University of Illinois Urbana-Champaign

BA in Political Science

Champaign, IL

2011 to 2015

- Minor in English

SKILLS

Legal: Entity management, closing sets, due diligence, UCC searches, board minutes

Software: iManage, DocuSign, Westlaw, Excel, Clio

Languages: English, Polish (conversational)

CERTIFICATIONS

- Certified Paralegal (CP), NALA, 2019
- Notary Public, State of Illinois, 2017