
Compliance Paralegal Resume

Job Objective

Seeking a Compliance Paralegal position in a reputable company that permits me to utilize my skills and knowledge.

Highlights of Qualifications:

- Highly experienced in legal research, document preparation and case management of compliance matters
 - Profound knowledge of legal research, contract drafting, and licensing requirements
 - Outstanding knowledge of using online searchtools, trademark docketing systems, MS Office, and matter management systems
 - Familiarity with strategic compliance and risk management processes
 - Ability to liaise with attorneys, colleagues and employees of the organization
 - Ability to review and interpret a variety of compliance-related legal issues
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Professional Experience:

Compliance Paralegal
Ontario Systems, Remington, IN
August 2012 – Present

Responsibilities:

- Prepared, filed and maintained legal documents related to commercial agreements and contracts.
- Handled and investigated non-compliance allegations and vendor certification issues.
- Received and responded to internal audit requests and legal research requests.
- Developed and maintained new database tracking software of the organization.
- Built and maintained positive relationships with in-house attorneys and outside counsel.
- Interpreted and adhered to corporate compliance policies, copyright laws and licensing compliance requirements.

Compliance Paralegal
Aftermath Services, Remington, IN
May 2009 – July 2012

Responsibilities:

- Advised and assisted firm attorneys and outside counsels on litigation and subpoena issues.
 - Conducted legal case investigations and assisted with trial preparation.
 - Composed and sent correspondence to opposing counsel, third parties, and vendors.
 - Monitored, evaluated, and responded to incoming complaints, in a timely manner.
 - Set up, maintained and updated compliance database of the firm.
 - Developed and communicated compliance policies and procedures to employees.
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Education:

Bachelor's Degree in Paralegal Studies
Saint Joseph's College, Rensselaer, IN

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