
LEGAL ANALYST RESUME

Job Objective:

To obtain a challenging Legal Analyst position in a well reputed organization.

Highlights of Qualifications:

- Outstanding knowledge of Intellectual Property systems
 - Operational knowledge of SDLC and Java
 - Ability to translate business requirements into system solutions
 - Ability to draft contracts and legal documents and manage legal matters
 - Ability to conduct thorough legal and factual research
 - Ability to generate charts, create fairly complex formulas, imbed objects
 - Ability to collect legal data and analysis and evaluate information
 - Excellent legal research skills
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Professional Experience:

Legal Analyst
Bloomberg, San Diego, CA
August 2005 – Present

- Maintained and developed peer relationships across IT areas to support effective implementations.
- Handled and resolved outages and other issues as they came up.
- Evaluated and determined third party patents for potential acquisition and strategic planning.
- Worked extensively with the library team on research projects to support StratIP technical team.

Legal Analyst
The Chubb Corporation, San Diego, CA
May 2000 – July 2005

- Ensured that appropriate credit arrangements are in place with counterparties.
 - Manned for tracking name changes, mergers and acquisitions.
 - Organized and maintained filing systems associated with all of the above tasks.
 - Interfaced and communicated with other departments, including tax, accounting, and corporate treasury.
 - Maintained disaster recovery database of agreements and related materials.
 - Assisted effectively in preparation of responses to RFPs.
 - Coordinated and performed agreement execution process.
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Education:

Bachelor Degree in Paralegal Studies
University of Rochester, Rochester, NY

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