

PROFILE

Proven Assistant adept at successfully responding to ever-changing environments and situations. Extensive technical knowledge and business acumen to quickly assess and utilize the apt response to meet the specific needs of the business requirement at hand. Organized, detail-oriented, and possesses high-level client services and management skills.

CONTACT

(847) 344-2329 / CELL

WEBSITE

www.linkedin.com/in/bj247

EMAIL

contract2471@gmail.com

EDUCATION/TRAINING

MacCormac College
Chicago, IL
AAS—Paralegal Studies (2020)
Dean's List
Phi Theta Kappa

AFFILIATIONS

American Bar Assn. (ABA)
Illinois Paralegal Assn. (IPA)

TECHNICAL EXPERTISE/SKILLS

Microsoft Office Suite 365
Concur
Serengeti
SharePoint
Diligent
eDiscovery
Westlaw
CRM
Adobe Acrobat
Zoom

HOBBIES

Bicyclist
Bilingual (French)
Organic gardener

BONNIE JOHNSON

PARALEGAL/EXECUTIVE ASSISTANT

Independent Contractor

Chicago, IL

2015—2021

- Provider of professional executive assistance support to Corporate and Investment Banking firms.
- Manage day to day calendar(s) of senior management; coordinate/schedule meetings and conferences.
- Coordinate travel expenses (via Concur) management; prepare, reconcile, and track invoices (via Serengeti).
- Assist with creation/modification of presentations, spreadsheets, and other various documents.
- Perform legal research and draft routine correspondence/legal documents.
- Assist in ad hoc reports, confidential/special projects as needed.
- Maintain permanent corporate documentation for regulatory/legal review.
- Assist with Board meetings, create agenda, assemble Board packages.
- Provide direct support for the annual meeting of shareholders.
- Assist with various documents required to form/maintain business entities, i.e., corporate, limited liability company and limited partnership transactions, including mergers, acquisitions, amendments, and dissolutions.
- Coordinate/receive Board and committee signatures for documents and materials.
- Assist with regulatory duties associated with the banking and investment advisory activities of the Company and its affiliates.
- Assist with lien searches.
- Facilitated training in support of the onboarding process for new employees.

EXECUTIVE ASSISTANT

To the EVP & Associate General Counsel

The Northern Trust Corporation

Chicago, IL

2010—2015

- Partnered w/Executive Vice President, AGC, and Senior Manager Partners to assist with M&As.
- Maintained/filed corporate records, resolutions, Board of director changes, annual reports, etc.
- Provided administrative support for documents and activities related to corporate restructurings, i.e., mergers, formations, and dissolutions.
- Assisted Legal & Compliance w/due diligence for M&As and regulatory approvals.
- Coordinated and received Board and committee signatures for documents and materials.
- Created document related to new corporate entity formations.
- Produced documents related to the development and implementation of corporate policies.

- Provided contract support for standard corporate agreements, e.g., non-disclosure, marketing, and independent contractor agreements.
- Supervised the contract process, including planning, collaboration, negotiation, and execution.
- Worked with other members of the legal team on special projects and initiatives.
- Organized complex calendar management and travel itineraries (International/Domestic).
- Typed/modified legal documents, correspondence, and confidential reports on assigned projects.
- Maintained/updated CRM records; facilitated transaction flow and assisted with loan documents.
- Supervised expense management across the organization for managing partners.

EXECUTIVE ASSISTANT/LEGAL SECRETARY

Office of the General Counsel

JPMorgan Chase & Company

Chicago, IL

2003—2008

- Assisted with major mergers, i.e., Chase Manhattan, Bear Stearns, and Washington Mutual (*WaMu*).
- Communicated with C-level executives/partners to ensure departmental goals were effectively met.
- Coordinated attorneys' calendars, scheduled meetings, conferences, and travel.
- Assisted attorneys in preparation for court hearings, performed legal research, cited case law, drafted legal documents; prepared trial notebooks; prepared responses to complaints/discovery requests, and filed court documents.
- Supervised expense management across the organization for managing partners.
- Facilitated training in support of the onboarding process for new employees.

LEGAL ASSISTANT (Floater)

Wildman, Harrold, Allen & Dixon

Chicago, IL

1999—2001

- Prepared pleadings and provided legal administrative support for partners in all areas of law.
- Organized partners' meetings and travel arrangements; transcribed tapes/taped legal documentation.
- Calculated/recorded partners' time and expense reports; answered and responded to all incoming calls.
- Supervised finance/expense management across the organization for managing partners.