

Clare Therieau

Paralegal - Dunlap & Moran, PA

Venice, FL 34293

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(941)266-6933

establish a full-time position with a Company that will allow potential growth.

Authorized to work in the US for any employer

Work Experience

Paralegal

Dunlap & Moran, PA

November 2017 to Present

Prepare Annual Minutes/Annual Reports.

- Established new Corporations and LLC's. Prepared and maintained Operating Agreements, Membership Agreements and Amendments.

Articles of Incorporation for over 260 companies. Established new companies in multiple states, communicated with CT Corporation regarding corporate regulations out of state.

- Met with clients to secure corporate documents.

- Maintained Corporations for high profile clients such as Fictitious Name Renewals, Amended and Restated Operating Agreements, reissuance of Stock and Membership Certificates.

Senior Paralegal

Lutz, Bobo and Telfair - Sarasota, FL

January 2014 to Present

- Developed and streamlined office to make office into paperless environment, archived office files onto

dedicated server.

- Scanning, emailing, correspondence of archived files.

- Prepare Court documents, e-filing on all State court websites online.

- Schedule and support for two attorneys. Managed travel, booked hearings.

- Schedule and manage foreclosure sales at court house for firm, publishing notices in local newspapers throughout the state.

- Prepared title applications, powers of attorney, filed title transfers with Clerk of Court.

Frank Strelec Mediations

April 2012 to January 2014

Mediation scheduling.

- Assisted in developing and marketing new clients for the business.

- Accounts payable, new client letters, researched new business through internet marketing.

Paralegal

Law Offices of C. Ted French - Sarasota, FL

November 2003 to January 2014

- Office Administration, Office Management.
- Bookkeeping, Accounts Receivable and Payable.
- Corporate Law, contract preparation, Corporate filings, Tax ID numbers, individual Income Tax preparation.
- 10 years of Probate Law, Including E-filing Petitions, Inventories, preparing Wills, Trusts, Notices, Publications, Disbursements and Dismissals
- Real Estate Law, Divorce, Guardianship.
- Event planning and meeting/event organization
- Purchasing of office equipment, researched and selected phone service.

Office Manager

Systran Financial - Manchester, NH

January 2000 to November 2003

Managed a sales force, managed office to include upkeep of office equipment, prepared marketing flyers. Office, Excel and Microsoft Word.

Front Desk Supervisor

Sheraton Hotels - Manchester, NH

January 1987 to December 2001

Manchester, NH.

- Office Management. managed front desk staff and sales team through evaluations and goal setting, marketed for new business, maintained and purchased all office equipment, prepared quarterly evaluations, trained staff on new policies.

Education

A.S. in Hotel/Restaurant Management

Columbus Technical Institute

Business Management

Ohio State University

A.S. in Business Management

Rio Grande College

Skills

Scheduling, Payroll, Accounts Payable, Billing

Certifications/Licenses

Driver's License