

Ivan O'Brien

Legal Operations Analyst, Corporate Governance

📞 (847) 555-7314

✉️ ivan.obrien@example.com

🌐 linkedin.com/example/ivanobrien

📍 Arlington Heights, IL 60005

STRENGTHS

- 👥 **Governance coordination**
Kept board records, minute books, resolutions, and subsidiary information organized for dependable executive review.
- 🔒 **Document judgment**
Handled confidential corporate files with care, and became a trusted resource when records needed clarity.
- ⚙️ **Workflow improvement**
Turned recurring legal requests into clearer steps, helping stakeholders complete work with fewer follow up questions.
- ♥️ **Legal writing**
Drafted and proofread contracts, minutes, proxies, and resolutions, giving attorneys cleaner material for review.
- 👥 **Stakeholder support**
Coordinated Finance, executives, counsel, and business teams, keeping time sensitive deliverables moving smoothly.

SKILLS

Legal operations

Corporate governance

Contract administration

Board support Intellectual property

Litigation support

M&A due diligence Legal billing

Stakeholder communication

Document editing Recordkeeping

Critical thinking

Process coordination

Systems administration

Transaction support

SUMMARY

Legal operations and **corporate governance** professional with four years of experience supporting corporate legal departments and legal service environments. Combines paralegal practice with contract administration, entity governance, board support, legal technology, **intellectual property administration**, litigation support, compliance coordination, legal billing, and transaction documentation. Maintains confidential executive records, minute books, stock ledgers, **subsidiary information**, and closing materials with sound judgment. Drafts and proofreads resolutions, minutes, proxies, contracts, and other corporate documents. Supports discovery, trademark docketing, **acquisition due diligence**, and outside counsel coordination. Advanced user of Microsoft Word, Excel, PowerPoint, SharePoint, DocuSign, Microsoft Copilot, and Athennian. Brings clear writing, careful editing, practical systems knowledge, and dependable stakeholder communication to legal operations teams.

EXPERIENCE

Legal Operations Analyst, Corporate Governance

Prairie Ridge Holdings 📅 January 2024 - Present 📍 Schaumburg, IL

Owns legal operations across corporate governance, contracts, board records, legal systems, billing, intellectual property records, and transaction support. Coordinates internal leaders, Finance, executives, outside counsel, and external partners while applying documented controls, sound judgment, and accurate recordkeeping. Supports repeatable workflows and time sensitive deliverables across global business teams.

- Administered Athennian records for entities, subsidiaries, **minute books**, **stock ledgers**, and governance documentation.
- Coordinated **board materials**, resolutions, minutes, proxies, and meeting records for executive review and approval.
- Maintained contracts, **legal billing** records, intellectual property dockets, and transaction files with reliable reporting.
- Supported acquisition due diligence and **closing binders** by organizing records, requests, and follow up actions.
- Improved recurring **legal** workflows through documented controls, stakeholder coordination, and clear ownership of deliverables.
- Trained stakeholders on document processes, legal systems, and recordkeeping expectations across business teams.

Corporate Paralegal, Legal Services

Midwest Corporate Legal Services 📅 June 2022 - December 2023 📍 Oak Brook, IL

Supported corporate clients with entity governance, contract review, legal documents, litigation files, intellectual property docketing, and **mergers and acquisitions** due diligence. Prepared accurate work product for attorneys, clients, executives, and external partners while coordinating records, deadlines, discovery materials, and transaction documentation across active matters.

- Prepared **corporate documents**, **resolutions**, minutes, proxies, and contract revisions for attorney and client review.
- Supported **litigation** files through discovery organization, interrogatory tracking, hearing preparation, and document production.
- Maintained trademark and renewal records through docketing, preliminary searches, and deadline monitoring.
- Organized **acquisition due diligence** materials, **subsidiary information**, ownership records, and closing binder documentation.
- Reviewed legal records for completeness, then escalated issues through clear notes and organized supporting evidence.
- Coordinated client requests, outside counsel communications, billing details, and time sensitive legal deliverables.

LANGUAGES



MY CAREER



- Legal Operations Analyst, Corporate Governance at Prairie Ridge Holdings (2.7 Years)
- Corporate Paralegal, Legal Services at Midwest Corporate Legal Services (1.5 Years)

PROJECTS

- Global Entity Records Consolidation** 📅 2025
Consolidated subsidiary records, minute books, stock ledgers, and governance materials within Athenian, improving retrieval and review readiness for corporate stakeholders.
- Legal Workflow Documentation** 📅 2024
Documented contract, board support, billing, and recordkeeping workflows, giving stakeholders clearer steps for recurring legal operations requests.

LEADERSHIP & AWARDS

- Recognized by legal leadership for dependable coordination across governance, contracts, billing, and transaction support work.
- Selected as a trusted resource for organized records, careful editing, and clear communication with business stakeholders.

EDUCATION

Bachelor's Degree in Legal Studies
University of Illinois Chicago 🎓 GPA: 3.5 📅 2022 📍 Chicago, IL
Coursework: Corporate law, contract law, legal research, intellectual property

CERTIFICATIONS

- Illinois Notary Public 📅 2025
- Microsoft Office Specialist 📅 2024

TECHNICAL SKILLS

- Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Collaboration Platforms:** SharePoint, Microsoft Copilot, DocuSign
- Legal Operations Systems:** Athenian, ContractWorks, contract management platforms
- Corporate Governance:** Minute books, stock ledgers, subsidiary records
- Contract Administration:** Contract review, contract drafting, contract workflows
- Intellectual Property:** Trademark searches, trademark docketing, copyright records
- Litigation Support:** Discovery, interrogatories, hearings
- Transaction Support:** M&A due diligence, closing binders, ownership records
- Compliance Programs:** Code of Conduct, annual affirmation, privacy compliance
- Finance Operations:** Legal billing, payments, quarterly accruals, annual budgeting
- Corporate Documents:** Resolutions, minutes, proxies, corporate documentation
- Authentication Services:** Certifications, authentications, apostilles

PROFESSIONAL AFFILIATIONS

- Association of Corporate Counsel, corporate legal operations and governance community participant.
- Illinois Paralegal Association, professional development participant focused on corporate legal practice.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST