

Jordan Miller

Corporate Governance Paralegal

(123) 456-7890 · City, State Abbreviation, Zip Code · jordan.miller@example.com · LinkedIn | Portfolio

Corporate-governance paralegal with 5 years supporting public and private boards. Skilled in minute-taking, bylaws drafting, and annual report filings.

Professional Experience

Governance Paralegal | Alder & Co. LLP | San Francisco, CA
June 2018 – Present

- Prepare board materials and minutes for 30+ quarterly meetings annually, achieving 100% accuracy
- Draft and update corporate bylaws and charters for 25 clients, reducing revision cycles by 50%
- File annual reports and disclosures in 10 states, maintaining 100% good-standing

Associate Paralegal | Foster & Gray LLC | San Francisco, CA
May 2015 – May 2018

- Managed share-issuance documentation and stock-ledgers for startups
- Coordinated annual corporate-governance questionnaires and conflict disclosures

Education

Bachelor of Science in Legal Studies | University of California | Berkeley, CA
May 2015

Certifications

- Certified Corporate Governance Paralegal (CCGP), NACD, June 2019