



Morgan Johnson

Corporate Global Paralegal

High-volume corporate paralegal with 7 years at global firms. Expert in contract drafting, SEC filings, and M&A due diligence.

PROFESSIONAL EXPERIENCE

January 2017

Corporate Paralegal | Greenberg Traurig LLP | New York, NY

- Drafted and reviewed 500+ vendor and customer contracts annually, reducing turnaround time by 40%
- Managed due diligence data rooms for 12+ M&A transactions totaling \$2B, ensuring 100% document completeness
- Prepared and filed Form D and S-1 filings, maintaining zero SEC comments

July 2013 - December 2016

Associate Paralegal | New York, NY | New York, NY

- Assisted with corporate governance and board minutes for 20+ public entities
- Coordinated shareholder meetings and proxy statements, improving event coordination by 30%

EDUCATION

Bachelor of Arts in Political Science

Columbia University, New York, NY | May 2013 - May 2013

CERTIFICATIONS

Certified Corporate Paralegal (CCP), NALA, August 2018

Certified Paralegal (CP), NALA, August 2012

CONTACT

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 LinkedIn | Portfolio

 City, State Abbreviation, Zip Code