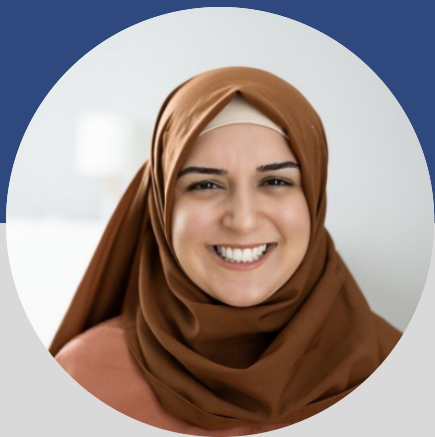


PRIYA RAMAN

Paralegal



Corporate paralegal with five years supporting M&A, entity formation, and securities filings at boutique and mid-size firms. Manage closing checklists, capitalization tables, and Delaware filings end to end. Known for catching diligence gaps before they reach the partner's desk.

EXPERIENCE

- **Corporate Paralegal, Sandoval Reeve & Park LLP | Phoenix, AZ | 2022-Present**
 - Run closing logistics on 18 to 22 venture financings and asset deals a year, with deal sizes ranging from \$2M to \$85M
 - Maintain Carta cap tables for 40+ portfolio company clients, including 409A and option grant cleanup
 - Prepare Delaware, Arizona, and California formation, qualification, and annual report filings
 - Coordinate diligence in Datasite and Intralinks, building issue lists associates use to flag reps and warranties
 - Drafted a checklist template for SAFE conversions that the corporate group adopted firm-wide
- **Paralegal, Lighthouse Counsel PC | Tempe, AZ | 2019-2022**
 - Supported general counsel work for two early-stage clients, including board minutes and stock issuances
 - Filed UCC-1s and conducted lien searches across five states for secured lending deals
 - Built the firm's first shared minute book index, reducing pull time from 20 minutes to under 3
 - Trained two new hires on Secretary of State portals and EDGAR filing basics

CONTACT INFORMATION

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- 📍 Phoenix, AZ

EDUCATION

- B.S. Legal Studies
Arizona State University, 2019
- Paralegal Certificate (ABA-Approved)
Phoenix College, 2019
- NALA Certified Paralegal (CP)
2021

SKILLS

- Carta and Pulley cap tables
- Datasite, Intralinks virtual data rooms
- Delaware and multistate entity filings
- M&A closing checklists
- UCC searches and filings
- EDGAR Form D and Reg D filings
- iManage and NetDocuments
- Excel pivot tables and lookups