



Charles Wilson

LAW AND LEGAL

Corporate paralegal with 6 years across in-house and law firm settings, focused on entity management, M&A diligence, and contract lifecycle work. Comfortable running closings on mid-market transactions and managing outside counsel relationships.

CONTACT INFORMATION



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Albuquerque, NM 12345

KEY SKILLS

- Entity management (CSC, CT Corporation)
- Ironclad and DocuSign CLM
- M&A and lending closings
- UCC and lien searches
- DocuSign and Adobe Sign
- Westlaw Edge
- Outside counsel management
- Bluebook citation
- Spanish (professional)

PROFESSIONAL EXPERIENCE

Corporate Paralegal | Sandia Ridge Energy, Albuquerque, NM | 2022 – Present

- Own entity management for 47 active subsidiaries across 11 states; handle annual reports, registered agent changes, and good-standing certificates.
- Coordinated diligence and closing checklists on a \$58M renewable assets acquisition that closed in Q3 2023.
- Migrated the contract repository from shared drives to Ironclad, tagging roughly 1,800 active agreements.
- Liaison for three outside firms on commercial litigation and employment matters; review invoices against the company's billing guidelines.

Transactional Paralegal | Vega & Ramos LLP, Santa Fe, NM | 2019 – 2022

- Supported the corporate group on mid-market M&A, lending, and private placement transactions.
- Prepared closing binders, ran UCC and lien searches, and coordinated signature pages across multiple time zones.
- Drafted formation and dissolution documents for LLCs and corporations in NM, DE, and TX.
- Trained two new paralegals on the firm's closing checklist and document numbering conventions.

Paralegal | Mesa Foothills Law Group, Rio Rancho, NM | 2018 – 2019

- Supported a general practice covering real estate, small business, and probate matters.
- Drafted purchase agreements and deed packages for residential closings averaging four per month.
- Filed probate petitions and prepared inventories for estates ranging from \$90K to \$1.1M.

EDUCATION

B.A. in Political Science, University of New Mexico, 2017

Paralegal Certificate, Central New Mexico Community College, 2018

NALA Certified Paralegal (CP), 2020