Michael Brown

Corporate Legal Assistant

CONTACT

- (212) 555-6789
- michaelbrown@gmail.com
- New York, NY

EDUCATION

Bachelor of Arts in Legal Studies

New York University, NY

Graduated: May 2025

- Relevant Coursework: Contract Law, Corporate Law, Ethics in Business, Legal Writing

Professional Development

- Corporate Law Fundamentals — Coursera, 2024
- Advanced Contract Drafting — The Legal Institute, 2024

Technical Skills

- Document Management Software: NetDocuments, iManage
- Legal Research Tools: LexisNexis, Westlaw
- Productivity Tools: Microsoft Office Suite, Adobe Acrobat
- Collaboration Platforms: Microsoft Teams, Slack

PROFESSIONAL SUMMARY

Ambitious and detail-focused legal assistant looking to contribute to a dynamic in-house legal department at Jackson & Harper LLC. Eager to apply my skills in contract management and corporate law to assist the legal team in ensuring compliance and efficiency.

EXPERIENCE

Corporate Legal Assistant
2025 - Now

Jackson & Harper LLC, New York, NY

- Provide legal support for contract negotiations and corporate compliance issues.
- Draft standard contracts and handle the preparation of board resolutions and shareholder agreements.
- Manage internal databases to ensure the proper filing of corporate records.
- Support senior legal staff with intellectual property cases and licensing agreements.
- Communicate with outside counsel and vendors regarding legal matters.
- Assist in preparing regulatory filings with the SEC and other agencies.

Legal Assistant (Intern)
2024 - 2024

Miller & Smith LLP, New York, NY

- Assisted corporate lawyers in drafting and reviewing contracts for business transactions.
- Conducted legal research to support the company's intellectual property and trademark issues.
- Managed the filing and organization of corporate records and documents.
- Assisted with due diligence during corporate acquisitions and mergers.

SKILLS

Skill	Rating
Contract review and management	★★★★★
Corporate governance and compliance	★★★★★
Legal research and documentation	★★★★★
Intellectual property support	★★★★★
Proficient in Microsoft Office and legal software (e.g., NetDocuments)	★★★★★