




Michael Johnson

Detail-Oriented Corporate Legal Assistant with a Focus on Compliance

Corporate legal assistant with nine years of experience supporting corporate attorneys in contract drafting, regulatory compliance, and corporate filings. Adept at managing board meeting materials, maintaining corporate records, and coordinating with external stakeholders to ensure seamless operations.

CONTACT

 (555) 987-6543

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 LinkedIn | Portfolio

 Chicago, IL

KEY SKILLS

- Corporate filings
- Document review
- Entity formation
- Legal compliance
- Records management

PROFESSIONAL EXPERIENCE

January 2019 - Present

Corporate Legal Assistant | Carter & Associates LLP | Chicago, IL

- Coordinate and prepare board meeting materials for three subsidiaries, ensuring compliance with governance requirements
- Draft and review contracts, including NDAs and vendor agreements, to align with company policies
- Manage corporate filings and registrations, maintaining compliance with federal and state regulations

June 2016 - February 2019

Corporate Legal Assistant | Lexington & Marsh | Naperville, IL

- Supported the legal team in preparing transactional documents and corporate disclosures for mergers and acquisitions
- Maintained records for 12 corporate entities, ensuring all filings and licenses were current
- Conducted research on regulatory updates, presenting summaries to attorneys

EDUCATION

Bachelor of Science (B.S.) in Business Law

University of Illinois, Urbana-Champaign, IL | May 2016