

SL

Sarah Lopez

CONTACT



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LinkedIn | Portfolio



Austin, TX

KEY SKILLS

- Compliance audits
- Document review
- Policy drafting
- Regulatory research
- Risk assessment

EDUCATION

- Bachelor of Science (B.S.) in Business Administration
University of Texas, Austin, TX | May 2018

ABOUT ME

Dedicated Corporate Compliance Legal Assistant with a Passion for Risk Management

Corporate compliance legal assistant with six years of experience specializing in regulatory adherence, document review, and risk assessments. Adept at ensuring corporate policies meet state and federal guidelines while supporting legal teams.

PROFESSIONAL EXPERIENCE

CORPORATE COMPLIANCE LEGAL ASSISTANT | GLOBAL TECH SOLUTIONS, AUSTIN, TX MARCH 2019 - PRESENT

- Conduct compliance audits for 15+ departments, ensuring adherence to federal regulations and internal policies
- Draft and review corporate policies, minimizing regulatory risks by 20%
- Coordinate with external auditors and legal counsel during regulatory inspections

LEGAL ASSISTANT | LONE STAR LEGAL GROUP, AUSTIN, TX JUNE 2018 - FEBRUARY 2019

- Assisted in reviewing contracts and policies for small business clients
- Conducted legal research and prepared summaries of regulatory changes for attorneys
- Organized case files and maintained compliance databases

CERTIFICATIONS

- CERTIFIED PARALEGAL (CP) | NATIONAL ASSOCIATION OF LEGAL ASSISTANTS | JULY 2016
- CERTIFIED COMPLIANCE AND ETHICS PROFESSIONAL (CCEP) | SCCE | OCTOBER 2018
- CERTIFIED PARALEGAL (CP) | NATIONAL ASSOCIATION OF LEGAL ASSISTANTS | DECEMBER 2018