

Reynald [REDACTED]  
[REDACTED]  
[REDACTED]

I'm a versatile legal professional, serving as a Lawyer and Notary Public, with a background in Litigation, Accounting, Taxation, Business Compliance, and a recent certification in Google Data Analytics. My primary expertise lies in Corporate, Civil, and Taxation Laws, with a strong focus on litigation. With seven years of hands-on experience in the Cooperative, Microfinancing, and Real Estate industries prior to becoming a lawyer, I bring comprehensive knowledge in Cooperative management, taxation, corporate compliance(Corporate housekeeping), and real estate matters. My immersion in the Real Estate sector includes roles as a licensed real estate broker, appraiser, and legal/compliance specialist for a prominent Real Estate Developer. I'm driven by a passion for delivering holistic solutions to my clients and am eager to connect and collaborate with fellow professionals in this dynamic and ever-evolving landscape. I am Open-To-Work and feel free to Connect, Follow or Message me. Let's explore opportunities to work together!

## Work Experience

### Compliance Lawyer

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[REDACTED]

May 2023 to Present

Lawyer [REDACTED] with the following tasks and duties:

- Prepare and Draft Legal Documents: Develop and compose motions, pleadings, contracts, and other legal documents with a keen attention to detail.
- Legal Research and Analysis: Conduct in-depth legal research to support cases, ensuring a thorough understanding of applicable laws and regulations.
- Client Advisory Services: Provide legal advice and counsel to clients, offering strategic guidance based on a comprehensive understanding of their legal needs.
- Court Representation: Attend court hearings, mediation sessions, and settlement conferences to represent clients and advocate for their interests.
- Notarization: Administer oaths, verify identities, and notarize legal documents, ensuring compliance with relevant notary laws and regulations.
- Case Management: Organize and manage case files, maintaining accurate records of documents, correspondence, and research materials.
- Contract Review and Drafting:
  - Review and draft contracts and agreements, ensuring legal compliance and protecting clients' interests.
- Client Interaction: Interview clients to gather information, address concerns, and explain legal strategies, fostering strong attorney-client relationships.
- Legal Transaction Support: Assist in legal transactions such as mergers and acquisitions, conducting due diligence and ensuring proper documentation.
- Estate Planning and Administration: Provide guidance on estate planning, wills, trusts, and assist in the [REDACTED]ing clients' long-term legal need

**Senior Paralegal**  
March 2024 to January 2025

Tasks and Duties:

- Draft contracts, agreements, and legal documents.
- Notarize contracts and legal documents.
- Prepare Terms of Reference (TOR) and bidding documents.
- Attend meetings related to procurement, policy development, and tourism-focused brainstorming sessions.
- Conduct legal research and provide support on legal matters.
- Review and manage contract execution.
- Assist in various legal tasks and maintain legal records

## **Legal Analyst**

[REDACTED]

May 2023 to February 2024 • Tasks and Duties includes:

- Analyze, edit, code and annotate court documents for manual data enrichment necessary to be captured by Lex Machina legal analytics product.
- Identify the nature of the suit by understanding the content of the case. The case may contain several kinds of disputes.
- Take a close look for damages, remedies, findings, motions, case resolution and time it took the case to reach key milestones.
- Responsible for identifying, analyzing, coding and annotating properties, findings, outcomes (including damages), identifying expert witnesses, and building a detailed timeline linking all the briefs, motions orders, opinions and other filings for every case

## **Business Development Officer**

[REDACTED]

June 2017 to April 2023

- Preparing, planning and managing the publication of all publicity material to attract new cooperative members.
- Creating marketing campaigns and working with the various agencies of the government for joint programs.
- Manages all forms of social media of the cooperative for social media promotions and campaigns.
- Assists with online inquiries of members and non-members in the cooperative's social media platforms.
- Assists clients in all areas of operations in the cooperative.
- Sets and plans for the cooperative's livelihood programs
- Sets and plans for cooperative's social responsibility programs
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Inputs Loan Applications in the Cooperative
- Give Legal Advice to the Cooperative
- Administrative Tasks and Data Entry Tasks

## **Election Paralegal**

[REDACTED]

April 2022 to May 2022

## **Legal and Compliance Specialist**

[REDACTED]

January 2016 to January 2017

Tasks and Duties includes:

- Assists the Permits and Licenses Unit in the acquisition of Land Titles, Condominium Titles, Tax Declarations and other certifications from the government.

- Acts as the records keeper for the safekeeping of the Land and Condominium Titles, Permits, Licenses, Building and Lot Plans, and other Legal Documents of the company.
- Assist in the negotiations, settlements and disputes for the developments of the projects of the company with private owners of the property and government officials.
- Acts as a liaison in acquiring, clearances, permits, licenses and other legal documents and other communication letters from the government.
- Acts as a liaison of the company to the BIR for the settlement of Real Property Taxes, Capital Gains Taxes, Documentary Stamp Taxes, and other Transfer Taxes.
- In charge of the disbursements of the Legal department's petty cash.
- Performs administrative and clerical tasks such as writing communication letters. Transmitting documents and titles, Printing, Scanning and Photocopying of documents.
- Performs filing and document organization for assigned units.

## Education

### **Professional Degree (Juris Doctor) in Law**



August 2016 to December 2021

### **Bachelors Degree in Accounting Technology and Financial Management**



June 2011 to May 2015

## Skills

- Lexis-Nexis (Less than 1 year)
- Microsoft Excel (10+ years)
- Microsoft Outlook (5 years)
- Slack (Less than 1 year)
- Westlaw (Less than 1 year)
- lex machina (Less than 1 year)
- litigation (1 year)
- Drafting of Legal Documents (3 years)

## Awards

### **Outstanding Student Awardee**

October 2014

Awarded as one of the outstanding students in our university

## Certifications and Licenses

### **Licensed Lawyer/Attorney**

May 2023 to Present

Passed the 2022 [REDACTED] Bar Examinations and became a Licensed Lawyer [REDACTED] last May 2023.

**Google Analytics Certification**

Present

**Licensed Real Estate Appraiser**

May 2016 to Present



licensed Real Estate Appraier

licensed Real Estate Broker