

Helem Colina

Corporate Paralegal

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As a meticulous and dedicated Paralegal with five years of experience, I specialize in preparing, reviewing, and filing legal documents for both litigation and corporate matters. My strong attention to detail ensures full compliance with court and client requirements while safeguarding confidentiality. I am proficient in data analytics, risk mitigation, and QA/QC processes, effectively managing corporate records in accordance with local, state, and federal regulations. I conduct due diligence for corporate affairs and help streamline business operations by collaborating with internal teams and external stakeholders. My commitment to excellence enables organizations to maintain compliance, improve processes, and achieve operational efficiency.

Work Experience

Paralegal

Jan 2024 – Present

Cardone Training Technologies, LLC / *Aventura, FL*

- Prepared and drafted email correspondence, letters, and documentation for clients and government agencies.
- Supported the drafting and submission of applications and petitions to government agencies.
- Compiled and synthesized complex data sets for clients, senior management, and reporting purposes.
- Conducted in-depth research on regulations, statutes, and legal articles to assist in the preparation of reports, case files, and legal advisories.
- Performed comprehensive document reviews to ensure accuracy, consistency, and compliance with legal standards.
- Managed and coordinated court filings, ensuring strict adherence to deadlines and procedural requirements.
- Prepared corporate resolutions, board meeting minutes, and other governance documents with precision and attention to detail.

Paralegal

Mar 2022 – Jan 2024

RAS LaVrar / *Plantation, FL*

- Conducted in-depth legal research using databases, case law, and statutory sources to support case strategy and legal analysis.
- Managed complex litigation and case proceedings, overseeing all aspects of dispute resolution and ensuring timely case progression.
- Analyzed and synthesized research findings, providing strategic insights and actionable recommendations to attorneys and stakeholders.
- Oversaw the organization and management of extensive case files and legal documents, ensuring accuracy, consistency, and efficient retrieval.
- Drafted and reviewed a broad range of legal documents, including agreements, motions, pleadings, and compliance policies, with a high degree of accuracy and professionalism.
- Coordinated and maintained case files, managed legal calendars, and tracked critical deadlines to ensure procedural compliance.
- Leveraged advanced legal software, case management systems, and e-filing platforms to enhance operational efficiency and document accuracy.
- Ensured all legal documents adhered to established guidelines and standards, maintaining accuracy, proper formatting, and compliance with regulatory requirements.
- Fostered strong client relationships by handling all communications and case matters with professionalism, discretion, and confidentiality.

Legal Analyst

Jan 2020 - Mar 2022

RAS LaVrar | Plantation, FL

- Enhanced operational efficiency by streamlining workflows and implementing new systems to improve productivity and accuracy.
- Trained and mentored new employees on established processes, ensuring consistent performance and operational alignment across teams.
- Managed multiple high-priority projects simultaneously, consistently meeting tight deadlines while maintaining exceptional quality standards.
- Collaborated with cross-functional teams to ensure strict adherence to company policies and regulatory requirements.
- Developed and drafted comprehensive policies, procedures, and guidelines to promote organizational compliance with relevant laws and regulations.
- Compiled, edited, and maintained company policies to ensure clarity, consistency, and alignment with industry standards.
- Conducted regular audits of production processes to verify compliance with industry standards and identify opportunities for improvement.

Core Skills

- **Legal & Case Management:** File and Records Management, Court Filing, Electronic Filing, Calendar Management, Case Management, Case File Organization, Client Intake, Litigation Support, Document Review, Legal Document Preparation, Legal Editing, Legal Drafting, Contract Negotiation, Case Strategy Support, Legal Compliance, Employment Law Compliance, Non-Disclosure Agreements (NDAs), Intellectual Property Management.
- **Communication & Collaboration:** Client Communication, Strong Communication Skills, Team Collaboration, Legal Team Coordination, Conflict Resolution, Regulatory Reporting.
- **Analytical & Problem-Solving:** Problem-solving, Analytical Thinking, Data Analysis, Risk Management, Legal Risk Identification, Attention to Detail, Due Diligence, Compliance Audits, Corporate Governance.
- **Technology & Software:** Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word.
- **Confidentiality & Compliance:** Confidentiality Management, Document Retention, Legal Compliance, Legal Drafting.

Education

Law Degree VE
Paralegal Certificate
Notary Public

11/2016
10/2020
09/2021

Languages

- Spanish (*Native*)