Janet Richardson

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Summary: Over thirteen years of experience as a real estate **paralegal** and **contracts manager** for nationally recognized **law firms** and **wireless communications** companies.

Contracts Management: Prepared and reviewed legal documents required for ground lease dispute resolution, utility and access issues, and protection of leasehold interests. Cured lease defaults and title defects, resulting in $1.3 million in recovered property. Coordinated in-house and outside counsel regarding litigation for more 15% of active suits.

Real Estate Paralegal: Coordinated review and obtained legal approval for all regional leases and lease amendments related to site alterations. Served as liaison during the collocation process. Populated and supervised maintenance databases for lease tracking and property management.

Property Management: Served as Director, Facilities, maintaining legal documents and mitigating site issues for 18 international locations.

Leadership: Directly managed NHQ Legal Department, comprised of 36 onsite staff. Served as Mid-South Area Rent Roll Coordinator, overseeing 23 employees at five sites.

Banking & Lending: Drafted loan documents, escrow instructions, and title objection letters. Conducted due diligence on title and survey matters. Organized and attended closings.

Work History:

2006 – Present	WILLIAMS COMMUNICATIONS, INC., Raleigh, NC **Contracts Manager, Facilities Division**	
2000 – 2006	WIRELESS COMMUNICATIONS, Cary, NC **Real Estate Specialist, Mid-South Network**	
2000	HUNTER & SUGARMAN, Murphy, NC **Banking & Finance Paralegal**	
1995 – 1999	DANIELS, HENDERSON, JAMISON, & WALKER, L.L.P., Murphy, NC **Real Estate Paralegal**	

Education:

B.A., POLITICAL SCIENCE   1994
University of North Carolina, Chapel Hill, NC

CERTIFICATION, PARALEGAL STUDIES   1996

Additional Skills: Microsoft Office Suite 2007, LeaseTech 200 Settlement System, Deed Analysis System v 6.0, StandardLegal, CapSoft, EasySoft Legal Billing System

References: Available upon request.