

Kathryn K. Shelton

Senior Paralegal

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KATHRYN PROVIDES EXCELLENT EXPERIENCE AND VALUE TO CLIENTS AS THEY NAVIGATE THE COMPLEXITIES OF VARIOUS ASPECTS OF BUSINESS LAW.

As a senior paralegal who has built a successful career path, Kathryn assists attorneys in the Corporate Governance & Compliance, Mergers & Acquisitions, Investment Funds, Investment Management and Capital Markets groups having developed the skills to master these areas of law in her years of experience working with some of the best lawyers in the market. She has extensive experience in commercial transactions, private and public financings, corporate governance and compliance matters, fund investment and management, securities filings, as well as real estate matters. Her past experience has given her a unique perspective as she has worked in-house supporting the general counsel and assisting the officers, directors and shareholders of a large petrochemical manufacturing business, and has worked in smaller regional law firms.

Kathryn assists attorneys on matters ranging from basic entity formation needs for small and emerging companies, to due diligence and closings for multi-million dollar transactions, to assisting with investment, hedge and private equity fund closings, SEC compliance and filings, and assisting with fund management and investments for entities with over a billion dollars in annual revenues. She is a responsive resource for her attorneys and their clients alike and enjoys being a valuable part of a top-tier legal team.

News & Resources

CLE Speaker regarding paralegal utilization at Utah State Bar conventions, Utah State Bar section meetings, as well as at local law firms.

Professional Affiliations

- Chair, Paralegal Division of the Utah State Bar (2006-2007)
- Ex-Officio Member representing the Paralegal Division, Utah State Bar Board of Bar Commissioners (2006-2007)
- Former Director, Executive Committee Member, Finance Officer of the Paralegal Division of the Utah State Bar

Education

- Brigham Young University - Idaho (A.A., Arts and Sciences, 1982)
 - Who's Who Among Students in America's Jr. Colleges (1982)

- CLE Committee Member, Paralegal Division of the Utah State Bar
- Member, Paralegal Division of the Utah State Bar
- Member, National Association of Legal Assistants
- CLE Speaker

Accolades

- The Utah State Bar Paralegal Division was awarded the “Distinguished Section of the Year” by the Utah State Bar Board of Bar Commissioners at the conclusion of my tenure as Chair. (2007)