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Senior Paralegal/Office Coordinator

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Vicki is a Senior Paralegal who joined Dorsey in 2011 and has over 23 years of experience in the legal field.

Vicki began her career in Chicago, concentrating in estates and trusts. After moving to Toronto, she transitioned to Capital Markets and Mergers & Acquisitions. Vicki is responsible for preparing and coordinating closings and prepares assignments, closing checklists, resolutions and closing certificates. She also drafts documents related to state Blue Sky laws, franchise and cross border transactions. She handles many aspects of securities law including financings, corporate/commercial transactions and public offerings. Vicki is also skilled in the Corporate area where she assists with preparing documents required to form corporations, partnerships and limited liability companies in any state. Further, she maintains corporate and stock records, and prepares and files annual renewals, business licensing documents, amendments, and documents relating to dissolutions and mergers. In addition, she assists with SEC, IRS and UCC filings.

Prior to joining Dorsey, Vicki worked as a paralegal at two of the largest US law firms in the Chicago area.