

Elizabeth Ejiofor

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RELEVANT EXPERIENCE

Seismic

December 2020-March 2021

Contract Paralegal (Contract):

- Assisting with contract analysis and data migration to CPQ using Salesforce

Leyton

March 2020 – June 2020

Contract Analyst (Contract)

- Managed and reviewed a high-volume of contracts
- Shared legal findings for each contract and reported discrepancies to the team
- Developed and maintained contract databases and spreadsheets

Boston Private Wealth

June 2019 – February 2020

Compliance Associate

- Reported compliance test findings to the Chief Compliance Risk Officer and the Chief Fiduciary Officer
- Reviewed marketing materials and proposals for SEC compliance
- Assisted with external and internal audits as well as regulatory exams
- Researched and tracked new statutes and regulations
- Assisted new hires with the on boarding process using ComplySci
- Provided assistance with quarterly committee meetings and other projects

Boston Mutual Insurance Company

October 2018 – November 2018

Paralegal (Contract)

- Reviewed Power of Attorney documents in order to answer legal questions raised from beneficiaries and other claimants seeking to make changes to the policy held by the principal policy holder
- Researched state and federal regulations and statutes to review compliance and legal questions raised by the supervising attorney and other employees at the company.

Five Star Senior Living

April 2018 – June 2018

Paralegal (Contract)

- Assisted the Licensing Department in preparing for nationwide clinic openings by researching state and city regulations and statutes.

Cabot Corporation

December 2015 – September 2017

Contracts Specialist (Contract)

- Received and reviewed contracts for tracking purposes on behalf of the law department
- Tracked and managed contracts utilizing a contract management system.
- Updated company minute books for subsidiaries and prepared documents for offsite archiving

Athenahealth, Inc

May 2014 – September 2015

Sales Operations (Contract)

- Processed requests to the department utilizing various applications and a ticketing system.
- Ensured client information and documents were up to date
- Generated agreements and proposals for clients to meet certain requests

EDUCATION

Suffolk University Law School

Juris Doctor

- Research Assistant for Professor Rustad
 - Topics: Internet Law and Privacy

University of Massachusetts Boston

Bachelor of Arts, Criminal Justice

Cum Laude

SKILLS & INTERESTS

- Contract Management, Legal Research, Compliance, Privacy, Salesforce, APX, Ariba, and Acrobat Pro