

## MEET MELISSA

**FOUNDER & SOLE OWNER OF STELLAR M SERVICES & ITS RELATED ENTITY STELLAR (M) LEGAL SERVICES**



Katy, Texas 77493



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Stellar.M.Services@outlook.com



www.stellar-m-services.com

### HIGHLIGHTS OF HIGH-LEVEL SKILL SET

- ✓ EXPERIENCED NOTARY
- ✓ DETAIL ORIENTED
- ✓ CROSS-FUNCTIONAL ROLE EXPERIENCE
- ✓ CONSUMMATE PARTNER/TEAM PLAYER
- ✓ RESEARCH & INVESTIGATIVE SKILLS
- ✓ CONTRACT ADMINISTRATION
- ✓ VAST KNOWLEDGE OF LEGAL TERMS
- ✓ DRAFT/PROOF/EDIT/E-FILE EXPERTISE
- ✓ REDLINE COMPARISONS
- ✓ EXCELLENT WRITTEN & VERBAL COMMUNICATION
- ✓ HIGH-LEVEL KNOWLEDGE OF MICROSOFT OFFICE & LEGAL SOFTWARE APPLICATIONS
- ✓ CREATIVE & FORWARD THINKER
- ✓ TRANSCRIPTION 85 WPM
- ✓ ORGANIZED MULTI-TASKER
- ✓ ADDS SIGNIFICANT VALUE TO ATTORNEY WORK PRODUCT

### SUMMARY OF EXPERIENCE

SENIOR LEGAL PROFESSIONAL WITH 20 YEARS OF CROSS-FUNCTIONAL LEGAL SECRETARY AND PARALEGAL EXPERIENCE IN GLOBAL LAW FIRM AND BOUTIQUE LAW FIRM ENVIRONMENTS.

ACCOMPLISHED AND ENTHUSIASTIC LEADER WITH A VERSATILE BACKGROUND IN A WIDE-VARIETY OF PRACTICE AREAS (including Construction & Complex Commercial Litigation, Federal Government & Complex Criminal Litigation (including White Collar and Healthcare Fraud), Entertainment & Sports law, Copyright & Trademark law, Corporate M&A, Global Finance, Immigration, Environmental, Energy & Pro-Bono (Guardianship)

Attention to detail, research & investigation, prioritizing and meeting project deadlines, multi-department collaborations, analyzing information, conflict resolution and strategy planning, litigation matters and corporate transactional matters, case (client matter) management and document preparation (and finalization). Achiever of case (client) specific goals & client service excellence.

I HAVE A PASSION FOR SUPPORTING BOTH CREATIVE AND BUSINESS PROFESSIONALS AND HAVE AN EXPERTISE IN CULTIVATING STRONG BUSINESS RELATIONSHIPS AND EXEMPLIFYING GREAT BUSINESS ACUMEN.

### FUN FACT

MY FIRST INDEPENDENT CONSULTING COMPANY WAS CALLED MEM RESUMES STARTED IN 2004. IT HAS SINCE BEEN DISSOLVED BUT THROUGH STELLAR M SERVICES I HAVE BEEN ABLE TO EXPAND MY VISION OF CREATIVE AND PROFESSIONAL WRITING WHILE SUPPORTING INDIVIDUALS AND BUSINESS PROFESSIONALS.

### EDUCATION

AMERICAN INTERCONTINENTAL UNIVERSITY

- BACHELOR OF SCIENCE IN CRIMINAL JUSTICE WITH A SPECIALIZATION IN HOMELAND SECURITY AND CRISIS MANAGEMENT

### NOTABLE FIRMS I'VE WORKED FOR:

SIMPSON THACHER & BARTLETT  
TESSER & COHEN, P.C.  
MEISTER SEELIG & FEIN LLP  
ANDREWS KURTH LLP  
THE INNOVATORS LAW FIRM, LLC  
SIDLEY AUSTIN LLP

### REFERENCES

EMAIL REQUEST FOR REFERENCES TO [Stellar.M.Services@outlook.com](mailto:Stellar.M.Services@outlook.com)



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