

KAREN LEVI

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SUMMARY

Motivated, personable professional with a talent for quickly mastering technology, allowing for immediate and meaningful contributions. With a positive attitude, meticulous written and verbal communication, strong business acumen and a sense of urgency, I am successful at delivering high quality projects, including hundreds of contracts with an error rate of less than 1%. Exceptional organizational skills help me prioritize tasks ensuring timely, efficient and reliable outcomes.

RELEVANT SKILLSETS

- MAC, PC Platforms
- Microsoft Office Suite
- Google Platform
- Adobe
- Canva
- Contract Mgmt. Software
- SAP
- Ironclad
- Flexibility
- Leadership
- Collaboration
- Creativity
- Innovation
- Active Listening
- Problem Solving
- Personal Development

CERTIFICATIONS/LICENSES

Certificate of Paralegal Studies
Notary Public, State of NJ

Aug 2011
Current

PROFESSIONAL EXPERIENCE

Paralegal and Compliance Administrator at MC² | Paramus, NJ | Hybrid

Jun 2024 – Aug 2024

- Acted as liaison between internal and external business partners for the purpose of contract development and negotiation.
- Drafted, reviewed, redlined, and negotiated variety of agreements to identify and mitigate potential risks.
- Created and maintained compliance library including state business licenses and vehicle purchase registrations.
- Managed and summarized complex leases for various locations across the U.S.

Paralegal at Benjamin Moore & Co. | Montvale, NJ | Hybrid

Oct 2023 – Jan 2024

- Reviewed and redlined various contracts, agreements, and correspondence.
- Litigation management including tracking case status; discovery responses.
- Researched and analyzed statutes, regulations, and judicial decisions; provided written analysis to attorneys.
- Reviewed and updated legal and administrative documents, including policies, contracts, and case files.

Public Sector Contract Obligations Manager at Rubrik | Remote

Jun 2022 – Oct 2023

- Created and maintained extremely detailed playbooks, carefully structuring them to include instructions, process steps, examples, and contact points to provide critical consistency, continuity, and timely compliance with numerous contractual requirements.
- Created processes and revamped outdated processes to support current trends and meet the diverse needs of commercial legal team.
- Identified and satisfied strict reporting and notification obligations for state, local, and education (SLED) contracts.
- Effectively communicated and proactively coordinated cross functionally to provide required deliverables.

Contracts Specialist at Toyota North America | Remote

Mar 2022 – Jun 2022

- Reviewed, drafted, and negotiated wide range of agreements, including vendor contracts and amendments for Toyota North America, its brands (Toyota and Lexus), and affiliated entities.
- Provided strategic guidance to stakeholders related to implications of contract provisions including warranty, indemnification, data protection, privacy, compliance, and liability.
- Facilitated transactions involving all levels of management, in-house counsel, company affiliates, and opposing counsel.

Corporate Paralegal at Ridgewood Energy Corporation | Montvale, NJ | Hybrid (agency hire)

Mar 2020 – Oct 2021

- Created and implemented process for overall contract management of more than 80 types of agreements for indexing, tracking, and storing with the ability to reference and retrieve as needed.
- Managed corporate governance, including minute books, officer appointments, resignations, consents, certificates, annual report filings, formation and dissolution of numerous entities.
- Implemented policy changes designed to mitigate business and regulatory risks.

Paralegal/Contracts Specialist

Feb 2019 – Mar 2020

- Contract management and paralegal duties for clients in fields of human health and well-being (**WebMD**), watch manufacturer (**SEIKO**), Big Four Accounting (**KPMG**), multinational pharmaceutical (**Glenmark**), and biotechnology (**Modern Meadow**).
- Carefully prepared complex pricing schedules for contracts based on selections made by customer.
- Developed and streamlined processes for required state filings, expanding efficiencies and visibility.
- Managed projects sourced to specialized outside counsel providers on matters from litigation to trademark searches, resulting in deadlines being met and business continuity.

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- Read and reviewed complicated advisory, audit, and tax contracts, capturing critical restrictive language in proprietary CMS database for use by senior management to make business decisions and monitor progress.
- Prepared monthly budget status reports, analyzing actual and projected costs vs. budgeted amounts for senior management to evaluate processes, determine strategy, and execute business plans.
- Drafted, reviewed, and negotiated high volume of non-disclosure, vendor, and commercial agreements.
- Maintained electronic database for thousands of business contracts, documents, and agreements.
- Gathered information, conducted research, analyzed statutes, and reported on findings relative to legal issues for thorough analysis in defining a path forward.
- Created and maintained contract-related processes, resulting in greater efficiencies.
- Consulted on documents related to patent administration and trademark activities, including infringement.

Jaguar Land Rover North America, LLC |Mahwah, NJ (Agency Hire)

Aug 2012 – Feb 2019

Contracts Specialist

2017 – 2019

- Supported U.S. network of 355+ retailers, increased 10% in 5 years by creating and maintaining legally compliant and state-specific franchise agreements ensuring business flowed freely with no artificial impediments.
- Initiated and implemented, the successful migration of a paper contracts system dating back more than 60 years to an electronic records system, resulting in optimized efficiencies; reducing search times, and eliminating physical storage, supplies, and mailing costs.
- Drafted, evaluated, negotiated and delivered complex legal documents meeting strict deadlines 100% of the time.
- Composed modifications to agreements by working closely with corporate counsel, internal business partners, and third parties to negotiate terms and obtain necessary approvals.
- Identified, tracked and managed legacy contractual obligations, minimizing exposure to disputes and/or litigation.
- Skillfully guided contract-related disputes through to resolution.
- Created and implemented electronic processes, achieving consistency, cost reduction, and increased reliability.
- Trained internal stakeholders on in-house contracts portal, enabling others to perform assigned tasks with greater speed and efficiency.
- Managed delegation of authority based on roles, guaranteeing confidentiality and integrity of all documents, including contracts, correspondence, and financial information. Ran weekly audits to ensure accuracy.
- Revamped Dealer Application and Launch Package Processes for new retail stores, vastly improving workflow efficiencies. More than 120 retailers benefitted as a result.

Contracts & Records Administrator

2013 – 2017

- Developed and maintained various agreement templates, implementing best practices and industry knowledge of state franchise laws to safeguard consistency and compliance.
- Collected, stored, and reported on individual retailer information in customized database, strengthening reporting capabilities and standardization.

Paralegal Contract Employee through Inside Edge Legal

2012 – 2013

- Managed multi-million dollar outside vendor payment process via SAP by promptly reviewing invoices for accuracy and obtaining necessary approvals for swift processing.
- Managed numerous state license and annual report filings in a timely and efficient manner without interruptions or delays, securing company's good standing status and avoiding penalties.

EDUCATION

Fairleigh Dickinson University, Florham Campus, Madison, NJ

- **Certificate of Completion, Paralegal Studies (4.0 GPA)**

Aug 2011

VOLUNTEER EXPERIENCE

Poll worker at Bergen County Board of Elections

- Undertook training to gain a better understanding of the election process. Work primary election; early voting and general election.

Pantry worker at St. Paul R.C. Church

- Greet and welcome clients; assist with food selection; ensure shelves are stocked and. Organized.

Community Volunteer at Habitat for Humanity

- Assisted in construction of a 3-bedroom, Energy Star approved single family home in Bergenfield, NJ. Scope of work included framing, sheet rocking, spackling, painting, installation of doors and windows, installation of interior molding, and miscellaneous carpentry.

PERSONAL PROJECTS

Journaling

- Developed structured journaling practice focused on self-reflection, goal setting, and mindfulness.
- This project enhanced my ability to articulate thoughts clearly, improve emotional intelligence, and cultivate a growth mindset.
- Regularly reviewed past entries to track progress and identify patterns, demonstrating commitment to personal development and self-improvement.