

**MARIE E. DAWSON**  
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## **PROFILE**

Highly dependable Administrative Professional with extensive experience in a variety of legal environments. Possess strong work ethic, organizational skills and attention to detail. Have ability to manage multiple tasks without compromise to quality or productivity. Versatile and resourceful team player who is willing to do whatever is necessary to complete goals and meet deadlines.

## **PROFESSIONAL EXPERIENCE**

ONE SOURCE NETWORKS, Austin, TX

**Part-time Contract - Document Specialist** (Jan. 2012 – Present)

- Assisting in implementation of Contract Repository for all executed Master Service Agreements, Vendor Agreements and Agent Agreements.
- Creating filing system for hard copies of various agreements.
- Updating log by reviewing terms and conditions of all contracts.

WILLBROS PROJECT SERVICES, Binghamton, NY

**Document Specialist** (June 2007 – July 2008)

- Maintained all original files for Millennium Pipeline Right-of-Way Project.
- Reviewed and proofed all Limited Title Certificates and accompanying documents, including liens, leases and easements. Prepared weekly spreadsheets regarding title assignments.
- Updated and maintained permit books for non-environmental agencies. Created and maintained a variance log and notebook for route deviations.

USA COMPRESSION PARTNERS, LP, Austin, TX

**Sales Support Coordinator** (Mar. 2005 – May 2006)

- Implemented filing system and established logging system for customer contracts.
- Obtained and monitored Insurance Certificates.
- Collaborated with sales team to produce bi-monthly oil reports for CEO.

BROADWING COMMUNICATIONS, LLC, Austin, TX (1994 – 2004)

**Corporate Paralegal/Right-of-way and Permitting Specialist** (April 1997 – Aug. 2004)

- Prepared and filed Articles of Incorporation/Organization, state qualifications and organizational related documents, including but not limited to, mergers and acquisitions, corporate name change and withdrawal documents.
- Prepared and filed annual reports in states where corporations were incorporated and/or qualified to do business. Prepared and updated subsidiary organizational charts.
- Assembled and maintained Corporate Minute Books and Board Books. Transcribed minutes and agendas for Annual Meetings.
- Maintained Stock and Option Ledgers. Prepared Form D and Section 16 filings.

- Compiled and organized documents and closing books in connection with corporate transactions such as financings, mergers and acquisitions, and microwave divestures.
- Set up “War Rooms” and coordinated various due diligence projects.

**Contract Specialist/Legal Assistant** (Sept. 1994 – Mar. 1997)

- Coordinated efforts between attorneys, customers, outside legal counsel, and various other parties.
- Prepared legal correspondence, drafted contracts and redlined agreements. Compiled and maintained customer contract files.
- Assisted with other projects and duties as assigned.

ROBERT G. UDELL, P.A., Stuart, FL (Mar. 1991 – May 1993)

**Legal Assistant**

- Assisted attorney with drafting, preparing, reviewing and editing pleadings, motions and other legal documents for use in trials and hearings.
- Scheduled depositions, hearings and various meetings.
- Answered phones and monitored mail.

CRARY, BUCHANAN, ET AL, Stuart, FL (1983 – 1991)

**Legal Secretary/Assistant** (Feb. 1986 – Feb. 1991)

- Assisted attorney with drafting, reviewing, preparing and editing pleadings, motions and other legal documents.
- Researched legal and other sources as required.
- Assisted attorney with oral argument and trial preparation, including briefs and trial notebooks. Attended hearings, trials and oral arguments.

**Receptionist** (Oct. 1984 – Jan. 1986)

- Answered switchboard and monitored mail.
- Handled general office duties.

**Clerk** (Aug. 1983 – Sept. 1984)

- Copied and filed documents. Ran various errands.
- Filed legal documents with trial courts and appellate courts.
- Performed other related duties as directed.

**COMMUNITY INVOLVEMENT**

- Notary Public, State of Texas
- Livestrong Foundation
- Mobile Loaves & Fishes