

Carina Dotson

Paralegal

Richmond

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OVERVIEW

Carina is an experienced detail-oriented paralegal with more than 15 years of experience. She provides support to the firm's transactional corporate group through legal research and services on corporate governance, compliance, and transactional practices in various states. Carina assists attorneys with entity management and corporate maintenance, including formation, registration, amendments, and dissolution of multiple entity structures and is responsible for managing the firm database of corporate clients.

Additionally, Carina is responsible for drafting corporate documents, stock certificates, UCC filings, managing registered agent responsibilities, obtaining certified documents and good standing certificates, filing documents with state and federal agencies, creating and maintaining minute books, and performing various searches including UCC and lien searches. Carina also has experience in real estate, banking, and litigation.

TOP AREAS OF FOCUS

- Corporate
- Corporate Governance
- Due Diligence + Corporate Compliance

PROFESSIONAL/COMMUNITY INVOLVEMENT

- Volunteer with homeless shelters
- Volunteer at local middle school
- Assist with pro bono filings

EDUCATION AND CERTIFICATIONS

EDUCATION

- David N. Myers College, B.S., 2001, paralegal studies