Heather L. Papaleo

Paralegal

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OVERVIEW

Heather is a senior corporate and securities transactional paralegal in the firm's Corporate practice. She has worked on various corporate transactions including IPOs, mergers and acquisitions, stock and asset transfer transactions, shelf offerings, ATMs, private placements, and debt and equity offerings.

Heather is particularly experienced in corporate formation and qualification issues. She drafts and files entity organizational and dissolution documents, including by-laws, operating agreements, board and shareholder resolutions, qualifications, EINs, and sales tax certificates, in addition to ordering various corporate documents from governmental authorities.

Heather's experience also spans drafting and filing documents in connection with the Uniform Commercial Code and handling Section 16 and other securities filings with the Securities and Exchange Commission (form example, Form IDs, Form Ds and Forms 3, 4, and 5s) and various state blue sky filings.

TOP AREAS OF FOCUS

- Corporate
- Investment Funds + Investment Management Services

EDUCATION AND CERTIFICATIONS

CERTIFICATIONS AND MEMBERSHIPS

- Peirce College, Paralegal Certificate

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