

Karen E. Chisholm

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(603) 505-2822

Rath, Young and Pignatelli, Concord, NH November 2022 – present
Commercial Real Estate Paralegal

Responsible for real estate review for Renewable Energy Projects, and coordination with various counsel to achieve funding and closing status. Also coordinating closing documentation, title review and Registry research and recordings as required.

Greenberg Traurig LLP, Boston, MA February 2022-November, 2022
Commercial Real Estate Paralegal

Responsibilities include title/survey/zoning review for multi-million-dollar commercial transactions, and P&S and lease agreement reviews. Also responsible for new entity filings, obtaining EIN numbers, Certificates of Good Standing and various other corporate matters.

Beacon Hill Staffing Group, Boston, MA 2021-2022

Contract real estate support for mid-sized Boston Law Firm to implement and expand client base, and conduct closings for newly established residential real estate department. Develop communication channels and procedures with various departments within firm to assure client satisfaction. Extensive experience with preparation of legal documents (deeds, corporate entities, easements, POA's) and proficient with Registry and on-line searches.

George Theodorou, Attorney at Law, 2018-2020, Real Estate Paralegal

Provide support to real estate department covering all aspects of commercial and residential real estate transactions including developer acquisitions, dispositions and loan transactions, working in unison with the attorney to facilitate an efficient and successful closing.

- Sole responsibility for title review including revisions and finalizing commitments, identifying and clearing a variety of title issues negotiating specimen policies and endorsements, and coordinating close of escrow
- Obtaining and tracking due diligence items, including corporate documents, zoning reports, UCC/lien searches and preparation of necessary authority documents
- Directly interacting with title companies, lender's and purchaser's counsel in ordinating transaction to completion
- Acting as the primary contact with key clients, which involved managing the flow of information, providing documentation, arranging for the execution and delivery of closing documents, and review of final settlement statements.
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Dalton & Finegold, LLP 2017-2018, Real Estate Paralegal,

Responsible for coordination of real estate closings with clients, counsel and lender for closings throughout the United States. Process involved working with various title companies and counsel to facilitate the closing and provide documentation to them in a timely manner so that the parties could execute the closing documents as instructed.

- Acted as an intermediary for all REO transactions to coordinate closing transaction with seller and buyer's counsel.
- Handled a high volume of work, including diverse confidential projects, in a timely, efficient manner.

Law Offices of Gould & Gould, 2001-2017, Real Estate Paralegal

Responsible for the coordination of commercial and residential real estate closings for a high volume office, including residential, commercial, construction loans, following TRID compliance guidelines.

- Responsible for drafting, editing and managing documents related to bank transactions including commercial loans, loan workouts, foreclosures and forbearance arrangements, management and organization of pre and post-closing matters.
- Managed and mentored 13-20 paralegals/legal assistants in capacity as Operations Manager while maintain client base in capacity as paralegal.
- Handled corporate matters including preparation of corporate documents for filing with the Secretary of State and obtaining required Certificates for each transaction
- Performing public record searches including title searches, rundowns, federal and state lien searches, financing statement searches and corporate filings with the Secretary of State.

Education

Suffolk University, Boston, MA

BS in Journalism, Minor in Marketing, Cum Laude, GPA – 3.2

Rivier College, Nashua, NH, Paralegal Coursework