



SHANNON A. TELLING

Paralegal

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SERVICES

Business Services

EDUCATION

Thomas M. Cooley Law School, J.D.

Lakeland Community College

Certificate of Paralegal Studies

John Carroll University, B.A.

OVERVIEW

Shannon brings several years of big law firm experience from Washington, D.C. and Cleveland, Ohio to Walter | Haverfield as a paralegal in the firm's Business Services Group. She drafts and files formation, merging, and dissolving documents and drafts UCC Financing Statements. She also prepares and edits contracts, creates and maintains corporate records, and conducts in-depth legal research. Furthermore, Shannon drafts and files tax forms for new entities and maintains governance of entities in Ohio and other jurisdictions. She files documents with various courts and the Secretary of State and reviews governing documents to prepare various resolutions. A graduate of Thomas M. Cooley Law School in Lansing, MI, Shannon previously worked for Jones Day in Cleveland and for an international AmLaw 100 law firm in Washington, D.C. as a Case Assistant in the Litigation and Labor and Employment practice groups. While there, Shannon was selected for a Secondment with a firm's client and ultimately joined the client's solar and renewable energy corporation team. In this capacity, she became the Senior Commercial Contracts Specialist in the Business Development and Project Delivery groups, providing overall support, organization, updates and information for multiple clean energy projects in the commercial market. Shannon was also responsible for drafting various legal documents as well as editing, organizing, and processing contracts and project closeouts. She worked closely with the legal team as well as the commercial asset team, reviewing contracts and serving as a liaison between internal function groups. She also worked closely with the Director of Commercial Operations and the Director of Portfolio Investments to manage document drafting and due diligence associated with tax equity partners for third-party project financing.

EXPERIENCE

- Drafts and files formation documents, amendments, foreign qualifications, mergers, dissolutions, name changes, etc. for entities in Ohio and other states
- Prepares SS-4s and obtains EINs for newly created entities
- Maintains corporate records
- Obtains certified documents for entities in Ohio and foreign jurisdictions
- Drafts and files UCC-1 Financing Statements as well as UCC-3 Terminations or Amendments
- Drafts and edits contracts, legal correspondence, Disclosure Schedules and Ancillary Agreements
- Reviews governing documents and prepares various resolutions
- Reviews lien and litigation search results and generates report for attorneys
- Pulls governance reports from Securities and Exchange Commission website
- Conducts legal research