

Angele Chantal Brown

EDUCATION

North Carolina Notary Public November 2023
Notary #202333400127

Charlotte School of Law, Juris Doctor May 2017
Charlotte, NC
Activities: American Bar Association
Student Division

Forsyth Technical Community College
Associate in Applied Science: Paralegal Technology May 2012
Winston Salem, NC
Honors: Phi Theta Kappa

University of North Carolina at Charlotte December 2009
Bachelor of Arts: Political Science
Charlotte, NC
Honors: Honors (all semesters)

PROFESSIONAL AND LEGAL EXPERIENCE

Next Level Gymnastics Academy
Rock Hill, SC September 2018 - Present
Team Coordinator

- Update and maintain Team Handbook with policies and procedures
- Research and schedule Team Competitions for the competitive season
- Update Team Manual with detailed instructions regarding all Team specifics
- Respond to any inquires regarding Team material

Wells Fargo February 2019 – June 2019
Charlotte, NC

Legal Operations Specialist

- Reading, interpreting, researching and processing subpoenas, levies and other legal documents on behalf of Wells Fargo.
- Determining the proper course of action and coordinating correspondence.
- Responding to inquiries from external customers, internal team members, government agencies and outside attorneys.

S. Com - Crown Castle April 2018 - November 2018
Charlotte, NC

Contract Specialist

- Prepared and drafted service and real estate contracts ensuring the language in the contracts met the company's legal requirements.
- Analyzed contract requirements, special provisions, terms and conditions to ensure compliance with appropriate terms, conditions, laws, regulations, corporate policies and business procedures.
- Partnered with internal or external business teams communicating standard processes relative to contract development and execution.
- Forecast and manage deliverable timelines

Synergy Legal Staffing

August 2017 - January 2018

Charlotte, NC

Document Review

- Review and analysis of litigation documents for relevancy and privilege
- Quality control/assurance of litigation documents prior to producing to opposing counsel

Hire Counsel

January 2017

Charlotte, NC

Document Review

- Review and analysis of litigation documents for relevancy and privilege
- Quality control/assurance of litigation documents prior to producing to opposing counsel

Snyder's Lance, Inc.

May 2016-December 2016

Charlotte, NC

Legal Intern

- Drafted and finalized Master Service Agreements
- Updated litigation files on the electronic database
- Conducted legal research for litigation cases and employment law cases
- Worked on drafting and completing the Policy Handbook
- Worked with outside counsel in the discovery process for litigation matters
- Assisted with product marketing review to meet legal compliance requirements

United Guaranty

September 2012 – July 2014

Greensboro, NC

Paralegal II

- Handled all company policies and maintained an internal database of all the policies including legal and compliance policies
- Worked with attorneys on the laws and regulations research for the law department and maintained an internal database of the research
- Maintained internal governance committee records and documents
- Lead meetings with department managers concerning the policies and laws of the company
- Conducted legal research to track laws and regulations updates and changes pertaining to the company
- Documented procedures on how to conduct legal research
- Participated in the Employee Engagement Committee to assist with planning the 50th Anniversary of the Company and catering events for United Guaranty employees

Wells Fargo Wealth Management

September 2010 - April 2012

Winston-Salem, NC

Securities Operations Specialist

- Handled clients trust accounts
- Prepared and summarized journal entries of assets, liabilities, and other financial transactions
- Detected when customer margin availability dropped below government regulations avoiding fines for the clients and company
- Sent notice to financial advisors if account appears fraudulent
- Audited in-kind journal transfers and money market exchanges
- Worked directly with financial advisors, sales assistants, and brokers to ensure they were in compliance with all FCC banking rules and regulations
- Reduced risk of errors by screening all reports submitted to management

Charles L. Morgan, Jr. Law Office

August 2009 - February 2010

Charlotte, NC

Legal Internship

- Assisted attorney throughout criminal litigation process
- Handled confidential and legal documents
- Communicated directly with incarcerated clients who were convicted of felonies and updated them on status of their case

