



Shannon A. Telling

Paralegal | Corporate

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WH | BURKLEY
ATTORNEYS AT LAW

OVERVIEW

Shannon is a Paralegal in WH Burkley's Corporate Group, bringing extensive experience from premier law firms in Washington, D.C., and Cleveland, Ohio, as well as the renewable energy industry. Drawing on her diverse legal and commercial background, Shannon brings a practical, detail-oriented approach to helping clients navigate corporate governance, compliance, and transactional matters. She manages full lifecycle corporate entity matters by coordinating formations, dissolutions, mergers, and amendments to organizational filings, prepares and organizes meeting minutes, written consents, powers of attorney, and other supporting documents, maintains ownership of corporate records, annuals filings, and legal entity compliance information for companies, drafts and revises legal agreements, responds to third-party requests for compliance and due diligence materials, coordinates with legal counsel and external contacts across multiple jurisdictions to support ongoing corporate and regulatory matters, drafts and files offerings under Regulation D and related state Blue Sky filings. Shannon also conducts in-depth legal research, and prepares, tracks, and manages audit letters.

Additionally, Shannon assists the Real Estate group in coordinating transaction documentation, organizing closing materials, drafting various deeds, reviewing Purchase Agreements and creating Schedules of Critical Dates, and assisting attorneys with obtaining third-party deliverables such as ALTA Surveys, Environmental Reports, Zoning Reports, and Property Condition Assessment Reports.

EXPERIENCE

- Drafts and files formation documents, amendments, foreign qualifications, mergers, dissolutions, etc. for entities in Ohio and other jurisdictions

- Maintains corporate records
- Drafts and files UCC-1 Financing Statements as well as UCC-3 Terminations and 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
- Files Regulation D reports with the Securities and Exchange Commission
- Drafts deeds and coordinates third-party deliverables for Real Estate transactions
- Prepares, tracks, and manages audit letters
- Conducts legal research

EDUCATION

- Thomas M. Cooley Law School, J.D.
- Lakeland Community College
 - *Certificate of Paralegal Studies*
- John Carroll University, B.A.

FOCUS

- Corporate

OFFICE

- Cleveland