



## Teresa L. Whitcomb

PARALEGAL

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O: 503.243.1635

### **My Assistant**

Tess C. Krajewski 503-243-1661 x 287

Teri works primarily with the Business Group attorneys, but also assists attorneys in other practice groups with business-related matters. She assists with case planning, development, and management, legal research, gathering facts and retrieving information, drafting and analyzing legal documents, and collecting, complying and utilizing technical information, to make recommendations to attorneys.

Teri's work includes assisting with projects such as:

- Entity Formations: Drafting formation documents for Corporations; LLCs; Nonprofits; Professional Corporations, etc.
- Corporate Maintenance: Records analysis and management; annual meeting reminders; annual and special meeting minutes/consents; annual renewals; compliance with federal, state and local agency requirements, etc.
- Mergers and Acquisitions: Research and review documentation related to target or acquiring entity; assist with due diligence searches; work with client and team to gather and organize information throughout the transaction process; form merger subsidiaries; prepare corporate consents, etc.
- UCC searches, filings, continuations and terminations
- Estate and Trust Administrations: communicating with clients, trustees, personal representatives, and beneficiaries to assist them with understanding the legal process and meeting related deadlines; drafting correspondence and legal documents; preparing deeds, asset spreadsheets and probate pleadings;

### **Industries**

**Banking and Finance**

**Privately Held and Family-Owned Businesses**

**Real Estate and Land Use**

### **Practices**

**Business Law**

**Real Estate and Land Use**

**Trusts and Estates**

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### **Education**

, Western Business College



reviewing bank statements; and organizing and maintaining client files

## THE ADVANTAGE OF WORKING WITH ME

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I am a dedicated and hard-working business paralegal with many years' experience assisting attorneys with providing solutions for our clients. I am detail oriented and enjoy working as a team with attorneys and other staff to determine what actions are needed, and to meet our clients' needs as quickly as possible. I am happy to take calls and questions from clients and to assist in any way I can.

## ORGANIZATIONS

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### Community Affiliations

- Court Appointed Special Advocate (CASA) Volunteer – 2014-2019

## PERSONAL INTERESTS

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I enjoy working in my yard, walking, hiking, traveling, exploring new areas, and trying new restaurants. My favorite places in the Pacific Northwest to visit are Silver Falls and the dunes at Cape Kawanda in Pacific City, but I love it when I find beautiful sites I have never seen before.

I also love listening and dancing to blues/jazz music. My favorite places to go are Blue Diamond, Arrivederci, and Clyde's Prime Rib. They all have good music and good food! I also enjoy trying new venues and listening to bands I have not heard before.

Last, but certainly not least, I love spending time with my three daughters and my grandchildren! They truly light up my life.