# Madison L. Johnson

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## PROFESSIONAL SUMMARY

Corporate Paralegal with experience supporting legal operations through contract review, drafting, negotiation, compliance analysis, legal documentation, statutory filings, collections, and contract lifecycle management. Experienced reviewing high-volume agreements, identifying contractual risks and missing provisions, maintaining organized legal records, tracking deadlines and renewals, and coordinating with outside counsel and business teams. Bachelor of Professional Legal Studies with a minor in Criminology. Detail-oriented, independent, and experienced working with confidential information in fast-paced business environments.

## CORE LEGAL SKILLS

Contract Review & Analysis | Contract Drafting & Revision | Contract Negotiation | Legal Research | Compliance & Regulatory Review | Contract Lifecycle Management | Legal Risk Identification | Statutory Lien Filings | Legal Documentation | Records Management | Deadline & Renewal Tracking | Document Management | Legal Writing | Confidential Information | Client/Vendor Communication

## PROFESSIONAL EXPERIENCE

### Corporate Paralegal

Sterett Crane | Owensboro, KY | April 2024 – May 2026

- Reviewed and analyzed 150+ vendor, service, and commercial agreements annually across multiple business entities to identify contractual requirements, missing provisions, and compliance issues.
- Drafted, revised, and negotiated contracts, service agreements, leases, Terms & Conditions, standardized provisions, and other legal documents.
- Independently negotiated agreements and allocated contractual risk while strengthening legal protections and maintaining consistency across business entities.
- Identified contractual risks and missing or non-compliant clauses, documented remediation needs, and supported contract remediation efforts.
- Developed and maintained contract tracking systems to monitor renewals, deadlines, compliance requirements, and other obligations across a large contract portfolio.
- Collaborated with outside counsel and legal departments regarding contract revisions, compliance issues, negotiations, and legal documentation.
- Managed legal documentation systems, maintaining accuracy, organization, and version control across a large contract portfolio.
- Prepared and filed statutory lien documents and supported enforcement actions to protect company interests.
- Handled collections-related matters and customer follow-up while maintaining supporting documentation and organized records.

### Leasing Agent

Crown Apartments | Owensboro, KY | August 2023 – February 2024

- Managed lease agreements, renewals, tenant records, and compliance documentation while maintaining accurate and confidential files.
- Handled the property independently on weekends, serving as the primary on-site point of contact and addressing tenant and property needs.
- Reviewed applications and lease documentation for accuracy and completeness and maintained organized records.
- Communicated with tenants regarding leases, payments, maintenance requests, and administrative matters and coordinated follow-up as needed.

### Leasing Agent

Midtown Apartments | Bowling Green, KY | February 2022 – June 2023

- Managed residential lease agreements, renewals, tenant communications, and compliance documentation.

- Reviewed lease documentation for accuracy and completeness and maintained organized records for lease enforcement and renewals.
- Coordinated tenant communications and maintained accurate records related to leases, renewals, and administrative matters.

### Legal Office Support

Kamuf Pace & Kamuf | Owensboro, KY | 2018 – 2019

- Provided legal office support and covered the secretary's duties during lunch breaks, approximately one hour each weekday, and during vacation or sick leave.
- Assisted attorneys and office staff with errands, document handling, filing, correspondence, and other day-to-day administrative needs.
- Maintained professionalism and confidentiality while providing temporary front-office support when the regular secretary was unavailable.

## EDUCATION

**Western Kentucky University – Bowling Green, KY**

Bachelor of Professional Legal Studies | Minor in Criminology | December 2024

**Owensboro Community College**

Associate of Arts | 2022

## TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, Outlook) | Adobe Acrobat Pro | DocuSign | QuickBooks | Contract Lifecycle Management (CLM) | Document Management Systems | Records Management | Contract Drafting | Legal Research | Legal Writing | Project Management