

# LAUREN SCHWARK

Paralegal

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“Working in the fast-paced and rewarding environment of business law fuels my drive to continue to bring clients an excellent level of service and high quality of work. I am a planner who is reliable, highly organized, and attentive to detail. I take pride bringing my best to the office every day!”

## SERVICES

Business Law

## CREDENTIALS

## EDUCATION

- B.A., University of Wisconsin – Madison, 2016



HENSON EFRON

## ABOUT ME

**I am an open and honest communicator who makes it a priority to be highly responsive to client calls and emails. I believe actions like these are imperative so that we can go above and beyond each client's expectations to provide the best service possible.**

In my role as a paralegal in the business group, I am responsible for:

- Drafting and preparing ancillary M&A documents
- Managing deadlines and tracking the progress of deals from beginning to end
- Drafting organizational documents for new business entities
- Applying for employer identification numbers
- Registering and maintaining trademarks, managing their deadlines, and filing with the U.S. Patent and Trademark Office