

## Sara Hamilton

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Document Production Specialist

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Sara works with Faber’s attorneys, contract specialists, paralegals and administrative staff to complete all word processing and other document production requests for the Firm’s offices.

She brings over 20 years of document production experience, including formatting and troubleshooting complex corporate documents, transactional documents, SEC filings, private equity prospectuses, and real estate closings.

### **EDUCATION**

St. John’s College, B.A.

# Experience

## Document Specialist

Morgan, Lewis & Bockius LLP

- Word formatting: complex styling; tables and indices; problem solving
- Converted documents; manipulated PDFs
- Assessed job requests; coordinated with attorneys about the desired results and timelines
- Formatted electronic closing binders; media requests

## Document Specialist

Baker & Hostetler LLP

- Worked with attorneys on long-term projects as well as documents with tight deadlines
- Spearheaded new software integration and staff training
- Proofread documents for grammar and structure

## Legal Word Processor

Sullivan & Cromwell LLP

- Cleaned and styled transactional documents and complex SEC filings and financial tables
- Fixed corrupt documents while maintaining their integrity and stability