

MARK NELSON DE LEON

Legal Specialist / Paralegal

Mandaluyong City, Philippines 1550 || mbdeleon11@up.edu.ph ||
09077874886

Professional Experience

One Commerce (Int'l.) Corporation | Mandaluyong City

Legal Specialist | October 2024 – Present

Legal and Contract Management:

- Draft, review, and finalize various legal documents, including contracts, agreements (NDAs, accreditations), correspondence, pleadings, motions, opinions, certificates, and internal policies.
- Manage labor relations matters, including drafting notices, decisions, and demand letters.
- Handle docket filing and maintain accurate records of legal proceedings.
- Participate in contract negotiation and assist in managing vendor relationships.

Special Projects:

- Conduct legal research and analysis for special projects, including reports and case materials, as directed by the CEO.
- Perform legal and due diligence reviews and research.

Bid Management:

- Assist in end-to-end review of bid documents for compliance.
- Coordinate with internal teams to meet bid requirements and deadlines.

Steering Committee:

Secretariat | May 2024 – Present

- Facilitate the Company's Steering Committee and all major administrative and disciplinary cases.

Legal Assistant | July 2023 – September 2024

- Monitor and update the legal database for all case types.
- Manage labor relations matters, from incident reports to final decisions.
- Liaise with courts, government agencies, and private entities to secure legal documents.
- Draft and review various legal documents, including correspondence, contracts, agreements, affidavits, and pleadings.
- Manage all incoming and outgoing legal documents, ensuring proper safekeeping and maintaining organized filing systems for confidential materials.
- Perform other assigned legal and administrative duties.

TBS Law Offices | Tarlac City

Legal Secretary | Sept. 2022-March 2023

- Prepare and finalize legal documents, including case file management.
- Manage client communication, billing, and attorney scheduling.
- Secure legal documents from external sources.
- Manage office resources, finances, and legal filing systems.

Educational Background

University of the Philippines Baguio (UPB) | Baguio City

BA Communication

Major: Speech Communication; Minor: Journalism

Organizations: *University of the Philippines Baguio (UPB) Debate Varsity (2019-2022), UPB Volunteer Corps (2021-2022)*

Licenses and Certifications

Professional Regulation Commission (PRC)

Licensed Professional Teacher | March 2025

University of the Philippines Law Center (UP PTP)

Paralegal Training Program | **Certificate of Completion** | 32nd Batch | May 2025

Civil Service Commission (CSC)

CSE Professional Passer | Pen and Paper Test | August 2023