

MICHELLE M. MANGUERRA

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SUMMARY

Experienced Paralegal with a solid background in corporate governance, compliance, and property transactions. Skilled in preparing and reviewing legal documents, conducting thorough research and due diligence, and ensuring all matters meet regulatory requirements. Known for being organized, meticulous, and proactive in managing conveyancing files and supporting team operations. Builds strong working relationships with clients and stakeholders and consistently delivers accurate, high-quality results within tight timeframes.

WORK EXPERIENCE

Conveyancing and Paralegal Team Lead – SearchX (Queensland, Australia) **July 2025 - Present**

- Lead the team in completing and verifying required property searches and assembling fully compliant Form 2 Disclosure Statements for sellers across Queensland.
- Ensure all disclosure documentation meets new legislative requirements and is delivered ahead of contract execution in accordance with mandated timelines.
- Maintain a strong understanding of the QLD Seller Disclosure regime and ensure ongoing compliance with any legislative updates or procedural changes.
- Oversee quality control processes for disclosure outputs, including accuracy checks, gap identification, and search result interpretation.
- Provide training, support, and coaching to team members on Form 2 preparation, search types, and legislative compliance.
- Act as the primary escalation point for disclosure-related queries and file delays, providing hands-on assistance where required.
- Work closely with the Customer Success Manager and Customer Success Technical Lead to follow up on outstanding tickets, provide updates, and ensure seamless communication between the conveyancing and customer-facing teams.
- Report on recurring client issues or disclosure-related bottlenecks to assist in continuous service improvements.
- Support client service levels by coordinating coverage during staff absences and maintaining workflow continuity across active matters.
- Assist with onboarding, performance management, and professional development within the paralegal team.

Corporate Paralegal - Philippine Dealing System Holdings Corp. & Subsidiaries

May 2022 -July 2025

- Supported internal Legal & Compliance head in the preparation, drafting, reviewing, and filing of various corporate and legal documents, including Secretary's Certificates and board resolutions.
- Drafted minutes for company meetings, including Board of Directors and Shareholders' meetings.
- Conducted in-depth legal research on a range of statutory requirements, corporate governance matters, and regulatory compliance issues.
- Coordinated with external legal counsel and liaised with regulatory agencies such as the SEC, BSP, BIR, NLRC, and others to ensure company compliance.
- Participated in the company's Data Privacy Impact Assessment initiatives, contributing to data privacy risk identification and mitigation strategies.
- Drafted, reviewed, and monitored the entire contract lifecycle for various agreements involving different business units.
- Regularly tracked and summarized regulatory updates and issuances from the BSP, SEC, BIR, NPC, and AMLC to assess potential impacts on business operations.
- Prepared and submitted regulatory compliance reports to the BSP and SEC in accordance with legal requirements and deadlines.
- Facilitated the validation of Electronic Certificate Authorizing Registration (eCAR) with the BIR for estate-related matters concerning deceased investors.
- Provided assistance in the organization and documentation for Committee, Board, and Annual Shareholders' Meetings.

Arbitration Officer - BPI AIA Life Assurance Corporation

Feb 2020 - April 2022

- Drafted detailed case analyses for internal investigations involving bank employees accused of policy or contract breaches, supporting legal decision-making.
- Conducted thorough investigations, including gathering and evaluating documentary and testimonial evidence for use in disciplinary and administrative hearings.
- Participated in administrative hearings as part of the internal legal team, ensuring due process and proper documentation of proceedings.
- Attended legal conferences and internal briefings to stay informed of legal developments and to support ongoing departmental training.
- Provided direct support to the Head of Legal in managing daily operations, case tracking, legal documentation, and interdepartmental coordination.
- Reviewed contracts and prepared summary findings to aid in the formulation of legal strategies, including potential breach of contract defenses.

Legal Secretary - Office of the Solicitors General

May 2018 - Jan 2020

- Assisted lawyers with legal research and the collection of supporting documents to prepare for court proceedings, including trials and hearings.
- Supported trial preparation by coordinating with clients, witnesses, and opposing counsel to schedule meetings, interviews, and court appearances.
- Tracked and monitored court dates, deadlines, and appearance schedules to ensure timely filing and attorney attendance.
- Acted as a primary point of contact between clients and solicitors, facilitating clear and timely communication throughout the legal process.
- Proofread legal documents for accuracy, grammar, and formatting before submission to solicitors for final review and filing.
- Organized and maintained detailed case files—both physical and digital—ensuring that records were current, secure, and easily accessible to the legal team.

Office Clerk - University of Makati

April 2016- April 2018

- Provided a high level of administrative support, including copying, faxing and document distribution.
- Created and maintained spreadsheets using Excel.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Monitored and replenished office stationery and equipment.
- Handled confidential documents and information with discretion, adhering to data protection protocols.

EDUCATION

AB Political Science - Paralegal Studies

University of Makati

Juris Doctor (JD) - 2nd year

Arellano University School of Law

Practical Nursing

University of Makati