

# GRETCHEN M. NINE-BUNNELL

## PARALEGAL



### Hahn Loeser & Parks LLP

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### PRIMARY PRACTICES

Business Law

Real Estate

Real Estate Industry Services

Corporate Securities

Mergers & Acquisitions

Gretchen M. Nine-Bunnell conducts and manages due diligence processes regarding corporate and real estate transactions, including the organization, management and maintenance of online data rooms. She prepares various documents and agreements for business and real estate acquisitions, mergers, dissolutions and entity formations and attends and assists in transaction closings. Gretchen also assists with the formation and/or qualification of entities in multiple states, researches and analyzes federal and state business and real estate laws, prepares and maintains corporate record books, performs UCC and lien searches, and prepares and files UCCs in multiple states.

Gretchen also has significant experience performing online research on individuals and corporate entities; preparing and maintaining stock and LCC certificates, records and transfers; preparing and recording deeds and related conveyance and exemption documents in multiple states; reviewing leases, surveys and environmental reports; and performing preparation and filing of real estate tax exemption applications.

### EDUCATION

- University of Toledo, B.A., with honors, Political Science, 1992
- University of Toledo, Associates Degree, with honors, Legal Assisting Technology, 1990

### MEMBERSHIPS & AFFILIATIONS

- Cleveland Bar Association, Associate Member
- Cleveland Association of Paralegals, Active Member, 1992-present
- National Federation of Paralegal Associations, Associate Member, 1992-present
- Notary, 1996-present

### COMMUNITY INVOLVEMENT

- Washington Elementary School PTA, Former Treasurer and Former Executive Board Member
- Shoregate United Methodist Preschool, Former Board Member
- Shoregate United Methodist Church, Former Board Member
- North High School, Fundraising Chair for the Class of 2016 and 2019

### PROFESSIONAL HISTORY

- Paralegal, Hahn Loeser & Parks LLP, 1992-present