

Kelly Allen

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PROFILE

Legal operations professional with extensive experience as an entity governance and compliance director, corporate paralegal, and contracts manager. Skilled in regulatory compliance, corporate governance, and vendor account management within a Fortune 300 building materials and construction company. Proficient in reviewing and negotiating contracts, as well as assisting attorneys with partner relationships. Committed to fostering a culture of integrity and accountability while driving efficiency and providing legal operations guidance and support.

WORK EXPERIENCE

04/2022 – present
United States

Kelly Hill Allen Consulting, LLC **Legal Operations Consultant**

- Advise new and small business clients on navigating complex regulatory requirements to ensure compliance with all relevant laws and regulations, specializing in the building materials and construction industry.
- Provide clients with expert entity management services including federal, state, and local business and contractor licensing, annual reporting, transportation-related registrations, and occupational tax filings.
- Conduct thorough research and analysis to stay up-to-date on changing regulations and requirements, providing clients with accurate and timely information to support their business operations.

05/2022 – present
Greater Seattle Area

Challenj Properties, LLC **Legal Operations Manager and Property Manager**

- Supervise daily operations of multiple residential properties, overseeing budgeting, regulatory compliance, leasing, and maintenance activities to enhance tenant satisfaction and boost profitability.
- Conduct regular property inspections and coordinate essential repairs and renovations to maintain property value and enhance curb appeal.
- Manage project activities for significant property renovations, facilitating communication between tenants, insurance providers, remediation crews, and contractors.

02/2013 – 05/2022
Dallas, TX

Builders FirstSource, Inc. **Dir. Legal Compliance 2019-2022 / Senior Corporate Paralegal & Executive Assistant 2013-2018**

- Responsible for managing over 2,000 business and contractor licenses, occupational tax filings, and annual reports across 40+ states, encompassing 30+ legal entities and 500 nationwide locations.
- Oversaw complex regulatory filings, safeguarding confidential corporate and personal information for C-suite executives.
- Successfully led compliance efforts for multiple mergers and acquisitions, including due diligence, licensing, and registration for new entities.
- Managed large-scale legal compliance projects, such as post-M&A entity restructuring and the transition of 1,000+ federal, state, and local regulatory filings from 400+ locations to centralized corporate oversight.
- Collaborated with the Deputy General Counsel to execute a comprehensive overhaul of the company-wide customer contract review process. This initiative mandated that all customer contracts be centralized and negotiated by a newly established legal contract review team, significantly improving the organization's Sarbanes-Oxley compliance.
- Under the supervision of the Deputy General Counsel, performed end-to-end review and negotiation of hundreds of contracts annually, ranging from small to multi-million-dollar agreements. Demonstrated strong organizational, critical thinking, and attention to detail skills.

WORK EXPERIENCE

- Managed a diverse portfolio of contracts, including NDAs, service, customer, subcontractor, purchase, employment, transportation, software, and vendor agreements.
- Oversaw comprehensive vendor management, including monitoring risk insurance compliance, bond management, invoice and payment processing, as well as ensuring legal and regulatory adherence.
- Developed and maintained the organization's legal resource intranet and two databases for licensing and contractual management, simplifying processes, optimizing workflows and accessibility.
- Recruited, trained, and supervised a team of contract managers, paralegals and administrative assistants.
- Provided training and support to in-house attorneys on contract interpretation and negotiation.
- Conducted company-wide training on licensing, financial reporting, government regulations, vendor management, legal technical systems and contract review processes, fostering collaboration and cooperation with internal stakeholders.
- Supported complex litigation matters, including construction defect, asbestos, personal injury, employment, and insurance cases.
- Managed legal and real estate invoice processing, ensuring accuracy, timely payments, and detailed record keeping.
- Provided executive assistance to the Senior Vice President and General Counsel including project management, internal and external communications, managing correspondence, event management, meeting coordination and travel arrangements.
- Experience with Salesforce and Microsoft Office Suite including Excel, Microsoft Word, PowerPoint.

08/2011 – 12/2012
Kirkland, WA

MTI Physical Therapy Administrative Assistant II

- Managed and organized patient medical records to comply with insurance billing requirements.
- Trained staff in HIPAA compliance.
- Conducted insurance verification and explained coverage details to patients.
- Coordinated schedules for seven clinic locations.
- Led the customer service team in developing innovative strategies to enhance customer satisfaction.

EDUCATION

09/2015
Alamosa, CO

Legal Studies | Paralegal Certificate Adams State University

06/2010
Seattle, WA

Communications and Comparative Literature | Bachelor of Arts (B.A.) University of Washington

Double Major in Communications and Comparative Literature.
Named to Dean's List all twelve quarters of attendance.

AWARDS

2020

Most Valuable Employee - Corporate Division Builders FirstSource, Inc.

Recognized by leadership and peers as a top performer for outstanding dedication, leadership, and exceptional contributions to company success.