Monica Quintero

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My Key Qualifications

- **11 years of in-house paralegal experience** across Marqeta, Visa, and LendingClub, spanning fintech, payments, and digital lending.
- **Carta and Diligent Entities** day to day: completed 86 board and stockholder consents and 41 corporate filings on schedule in 2025.
- **Ironclad and DocuSign** for commercial contracting, cutting median NDA turnaround from 4 business days to 2.
- **Relativity and Asana** litigation support: coordinated 17 legal holds and collected 52,000+ records with zero missed preservation deadlines.
- **Mentors junior legal staff**, raising on-time task completion from 82% to 96% for a junior paralegal and legal ops coordinator.
- Legal process improvement track record: built a contracting knowledge base that **cut repeat questions by 35%** over two quarters.
- **Advanced Certified Paralegal (NALA)** with a BS in Justice Studies.

Experience

Senior Paralegal — **Marqeta**, a public fintech company providing card-issuing and payments infrastructure

May 2022 – Present · 4 yrs 6 mos

- Lead corporate governance support for domestic and international entities: completed 86 board and stockholder consents and 41 annual or event-driven corporate filings on schedule in 2025, maintaining approval workflows and records in Carta and Diligent Entities.
- Draft and negotiate routine commercial agreements, NDAs, procurement terms, and contract amendments in Ironclad and DocuSign, reducing NDA turnaround from 4 business days to 2 by standardizing fallback language, approval paths, and intake forms.
- Manage discovery collection and legal hold administration for litigation and internal investigations, coordinating 17 legal holds and over 52,000 collected records with zero missed preservation deadlines across Relativity and Asana.
- Built a legal knowledge base for contracting and governance work, publishing clause guidance, process maps, and playbooks that cut repeat attorney and business-team questions by 35% over two quarters.
- Mentor a junior paralegal and legal operations coordinator, raising on-time completion of weekly assigned tasks from 82% to 96% through workload trackers, review checkpoints, and escalation rules.
- Partner with attorneys, executives, and cross-functional teams on subsidiary management, capitalization records, signature coordination, and competing-request prioritization.

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Corporate Paralegal — Visa

Feb 2018 – Apr 2022 · 4 yrs 2 mos

- Owned subsidiary governance and annual maintenance for a large entity portfolio, updating and tracking 120+ entity records with zero missed annual filing deadlines in the final reporting cycle.
- Streamlined signature packet preparation for internal approvals and commercial amendments, cutting assembly time from 45 minutes to 25 minutes across roughly 30 requests per month by building standard checklists and reusable packet components.
- Coordinated diligence and document requests tied to compliance and partner reviews, delivering 65 request packages in one year at a 98% on-time rate in partnership with finance, compliance, and legal stakeholders.

Paralegal — LendingClub, digital marketplace lender and consumer fintech

Mar 2015 – Jan 2018 · 2 yrs 10 mos

- Collected and prepared more than 12,000 documents for outside counsel across 8 litigation and regulatory matters, tracking custodians, preserving records, and batching productions for attorney review.
- Brought 900-plus legacy contract and matter files into a searchable structure over 10 months by applying naming standards, metadata fields, and retention rules so attorneys could locate records across commercial and dispute work.
- Prepared contract summaries, coordinated signature and document requests in DocuSign, and maintained legal files to support the in-house legal team on contracts and regulatory documentation.

Legal Assistant — Cooley LLP, law firm known for technology, venture capital, and high-growth company work

Oct 2013 – Feb 2015 · 1 yr 4 mos

Assembled closing sets and post-closing files for venture financing and formation matters, coordinating signatures, compiling final documents, and checking version control with attorneys and clients; completed 58 closing binders in the final full year in role.

Education

- **San Jose State University** — Bachelor of Science in Justice Studies · 2009 – 2013

Skills

- **Corporate Governance:** Corporate Governance, Entity Management, Cap Table Administration
- **Contracts & Litigation Support:** Commercial Contracting, Legal Holds and Investigations, Legal Operations Process Improvement
- **Legal Technology:** Carta, Diligent Entities, Ironclad, DocuSign, Relativity, Salesforce
- **Productivity Tools:** Microsoft Office, Google Workspace, Adobe Acrobat

Certifications

- **Advanced Certified Paralegal** – NALA (2021)