

TARANAH BLAKE

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Legal Experience

March 20 – Present **TowerBrook Capital Partners – In-house Paralegal**

- Responsible for reviewing, revising and finalising confidentiality agreements, joinder agreements and due diligence access letters.
- Organising and maintaining files, databases, lists and registers relating to fund entities and transaction, regulatory and other legal matters.
- Assisting with the formation and dissolution of entities and related organisational matters.
- Running the KYC process for the formation of entities.

Feb 19 – March 20 **Kirkland and Ellis International LLP - Funds Paralegal**

- Running the transfer process, including coordinating KYC, drafting transfer agreements, board minutes, gazette notices and submitting Companies House forms.
- Keeping investor trackers updated with subscribers' information and circulating them to clients weekly.
- Reviewing subscription booklets and side letters and providing comments directly to private equity investors.
- Drafting master side letter compendiums and coordinating the MFN election process
- Creating signature packs and liaising with clients and third parties to arrange for documents to be signed.

Jan 16 - Feb 19 **Simpson Thacher & Bartlett LLP - Real Estate Finance and M&A Paralegal**

Blackstone Secondment

- Seconded to the Blackstone office in Luxembourg.
- Arranged board meetings, drafted powers of attorney and convening notices, organised documents to be signed, notarised and apostilled.
- Liaised with legal counsel to ensure all documents were received within the timeframe of a transaction.
- Ensured quorum was met ahead of board meetings and that directors were available to sign documents.

Real Estate Finance

- Worked conscientiously as part of a team and individually on borrower-side financings.
- Liaised regularly with clients, local counsel and other senior stakeholders to coordinate high-value real estate transactions such as the €12.3bn Logisor sale.
- Lead the KYC and due diligence processes, coordinated account bank openings and ensured all documents were agreed and provided in time for signing on finance deals.
- Drafted and negotiated transaction documents (such as fee letters, deeds of release and subordination agreements), coordinated the CP process and kept track of the CS deadlines.

Mergers & Acquisitions

- Drafted asset and property management agreements, duty of care agreements, deeds of variation and non-disclosure agreements.
- Produced audit response letters and ran the training sessions for the new paralegals and associates.
- Key person of contact with Blackstone Luxembourg and The Netherlands for providing fund and signatory information.

Apr 15 - Sep 15 **Cain Advocates – Corporate Paralegal**

- Assisted on lender-side financings, reviewing company's articles and conducting company searches.
- Provided counsel on the implications of international law on a client's potential transaction and advised on which jurisdiction would provide the least harsh tax implications.
- Absorbed significant amount of information and distilled key points to clients.
- Filed Companies House documents and issued legal opinions regarding the capacity of companies to enter into transactional documents and the validity of transactional and security documents under foreign law.

Dec 2013 - Mar 2015 Olympia London - Venue Sales Contracts Manager

- Worked with the legal and operations teams to update venue hire contracts.
- Drafted and amended venue hire agreements.
- Ensured all contracts were signed, returned and in place ahead of an event.
- Arranged conference calls with international clients to discuss and negotiate complex clauses.
- Created weekly sales reports and preparing and interrogated month-end reports and budget variances.

Aug 11 - Sep 2011 Byran Cave Leighton Paisner - Vacation Scheme

- Shadowed a third seat trainee in the real estate department and assisted with due diligence processes.
- Proof read commercial leases for discrepancies, break clauses and termination dates.
- Worked alongside the real estate partner researching tasks relating to the process of sale by auction of a landlord.

Aug 11 - Dec 13 Telefonica UK - O2 - Customer Adviser and O2 Legal Department

Head Office Legal Department

- Conducted research tasks and identified potential infringement of the company's IP rights by third parties.
- Researched new legislations relating to mobile phone repairs that affected the company's in-store policies and provided a detailed analysis of how the changes would affect customers.

O2 Store

- Built rapport with customers and provided customers with tailor made phone contracts.
- Compiled work rotas and conducted stock takes outside of normal working hours.
- Organised charity fundraisers in aid of the company's chosen charity 'Think Big', raising over £1000.

Education

Sep 2011 - July 2012 - BPP - Legal Practice Course - Commendation

Sep 2007 - May 2011 - Brunel University - LLB Bachelor of Laws - Upper Second Class

Sep 2005 - June 2007 - Christ The King Sixth Form College - 3 A-Levels: Sociology (A), Law (B), English Language (C)

Sep 2000 - Jul 2005 - Eltham Hill Girls - 10 GCSE's grade A - C including Maths, English and Science

Voluntary Achievements and Positions of Responsibility

- Feb 2019** **Pro Bono Committee** - Ran Simpson Thatcher's Pro Bono Committee. Organised monthly fundraising events, coordinated entry in various sporting charity races for members of the firm and liaised with members of the firm's chosen charity, keeping them up to date with
- Sep 2014** **The Mixer 14** - Orchestrated a professional's networking auction in Tower Hill, to raise money and awareness for Cancer Research UK and the African Caribbean Leukemia Trust.
- July 2013** **The Entertainers Bake Off** - Organised a charity baking competition and entertainment show at The O2, raising over £1,000 and awareness for Think Big.
- March 2013** **Cancer Research UK** - Volunteered in the events department drafting and negotiating venue hire contracts. Took part in the charity run race for life.
- Jan 2013** **T&G Advice** - Founded a legal advice company, providing pro-bono advice to companies, individuals and self-employed professionals. Discussed employment issues, drafted service contracts, provided wills and advised on IP protections.
- Jan 2012** **Employment Law Advice Line** - Volunteered at the advice line to gain exposure to

Skills and Interests

- Travelling, experiencing new cultures and meeting new people
- Singing and performing at church and family events.
- Achieved grade four in piano and singing examinations.
- Attending the gym, exercising and keeping fit.

References - Available on Request.