

PARALEGAL

## Kristin M. Pavao

T. 617-757-6520 E. [kpavao@bowditch.com](mailto:kpavao@bowditch.com)



### OVERVIEW

Kristin Pavao supports the Business and Finance practice area, assisting attorneys in the public finance group in their capacity as bond counsel, borrower's counsel, issuer's counsel and/or underwriter counsel in connection with tax-exempt, tax credit and taxable financings.

Kristin is responsible for the organization, coordination, management and facilitation of transactions from inception through closing. She assists attorneys with, among other things, the preparation of closing agendas, closing certificates, loan documents, resolutions, public hearing notices, and publication of notices in newspapers. She ensures that procedural requirements at various stages of a public financing transaction are properly met and in a timely manner. She prepares and coordinates filings with governmental agencies, including forms such as the IRS Form 8038 and UCC financing statements. She conducts, reviews and summarizes UCC searches and assists in drafting UCC financing statements.

Kristin assists with the preparation and organization of closing documents and coordination of closings. She is responsible for the compilation of closing binders. She coordinates the printing and/or posting of securities disclosure documents. Kristin reviews all incoming requests for proposals and prepares and submits responses accordingly.

Kristin assists with general corporate paralegal tasks, such as entity formation, including the preparation and filing of SS-4 applications and certificates/articles of organization. She has prepared documents for qualification, merger, and dissolution of limited liability companies, corporations and other business entities.

Kristin has over 22 years of law firm experience. She has spent the past 7 years as a public finance specialist and a paralegal in the Business and Finance practice area. Prior to that, she has served in the capacity of legal executive assistant, legal administrative assistant, information technology team member, and office manager.

### Before Bowditch

Kristin came to Bowditch & Dewey from a Boston law firm, where she spent five years as an information technology team member supporting the firm's help desk. In this capacity, Kristin assisted attorneys and staff members with resolution of both software application and technical issues, as well as providing traditional executive assistant support directly to attorneys as needed.

### Besides work

When not in the office, Kristin enjoys spending time with her husband and her three children, who are all very active in sports. She also enjoys yoga, running and taking her two dogs on long walks.

## AFFILIATIONS

- Massachusetts Paralegal Association
- Women in Public Finance, Boston Chapter
- Notary Public