



# CHARISSE A. LOCK

Paralegal

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Charisse Lock serves as a paralegal in the firm's Corporate and Tax Group. Charisse has 13 years of experience assisting in all phases of corporate transactions from inception to closing; drafting of subscription, shareholder, employment and confidentiality agreements; preparing and drafting corporate organizational documents and ongoing corporate maintenance; assists group attorneys in closings of venture capital financings, public offerings, acquisitions and mergers, bank loans and other transactions; maintenance of minute books, corporate records and stock ledgers; preparation and filing of UCC financing statements; assist with Blue Sky and SEC registrations and public company filings; drafting board of director/shareholder consents; and other relative state and federal filings.

Prior to her work in the area of corporate transactions, she served as a public finance paralegal with over 20 years of extensive experience drafting documents required for the various types of public finance transactions; working closely with the attorneys in their roles as bond counsel, bank's counsel, issuer's counsel, underwriter's counsel and borrower's counsel.

In her free time, Charisse enjoys DIY home improvement and spending time with her husband and grandchildren. She has served on the Ellis County, Texas Toys for Tots Committee since 2020.