Philippa Nakashima-Rowe

Legal Analyst
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SUMMARY

Legal analyst with 5 years in litigation and in-house legal work. Reviews 70-90 commercial contracts a month against company playbooks, tracks regulatory changes in 4 states and supports 3 attorneys on research and discovery. Skilled in Westlaw, Ironclad, Relativity and plain-English legal summaries.

EXPERIENCE

Legal Analyst — Brightfield Software Inc.
Washington, DC · Apr 2022 – Present

- Review 70-90 NDAs, order forms and vendor agreements a month against the legal playbook, escalating about 12% to counsel.
- Cut average turnaround on standard sales contracts from 6 business days to 2.5 by building 14 clause templates in Ironclad.
- Track privacy and consumer protection changes in 4 states and brief the legal team in a monthly 2-page update.
- Wrote 30+ research memos on contract, employment and data privacy questions for 3 in-house attorneys.
- Maintain a repository of 2,400 executed contracts with renewal dates, catching 18 auto-renewals before deadlines in one year.

Litigation Paralegal — Hargrove & Lindell LLP
Arlington, VA · Jun 2019 – Mar 2022

- Supported 4 commercial litigation matters with document reviews of up to 180,000 records in Relativity.
- Drafted 60+ deposition summaries and privilege log entries for attorney review.
- Managed filing calendars for 25 active cases with zero missed court deadlines.

SKILLS

Legal work: Contract review, legal research, regulatory tracking, memo writing, privilege review

Tools: Westlaw, Lexis+, Ironclad, Relativity, DocuSign CLM, Microsoft 365

Compliance: State privacy laws, consumer protection rules, records retention, policy drafting

Working style: Plain-English summaries, deadline tracking, attorney collaboration, confidentiality

EDUCATION

B.A. Political Science, Chesapeake University, 2019

Paralegal Certificate (ABA-approved), Potomac Community College, 2019

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