

GLYNN W. HOLLINGSHEAD, JR.

TRANSACTIONAL OPERATIONS SUPPORT | CONTRACT ADMINISTRATION | WORKFLOW OPTIMIZATION

Washington, DC 20011

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PROFESSIONAL PROFILE

Transactional operations and legal support professional with more than three years of experience assisting attorneys on high-volume real estate finance, litigation, and other document-intensive matters. Combines strong capabilities in document control, transaction coordination, deadline management, process improvement, and team training with U.S. Army operations leadership and client-facing hospitality experience. Performs effectively in fast-paced, high-accountability environments requiring accuracy, discipline, and sound judgment.

90-100

OVERDUE BINDERS
& TRANSCRIPTS RESOLVED

\$150K+

ANNUAL FEES & SHIPPING COSTS
SAVED FROM SYSTEMS OPTIMIZATION

15

LEGAL ASSISTANTS USING
IMPROVED WORKFLOW

1,500+

PERSONNEL SUPPORTED
IN ARMY OPERATIONS

PROFESSIONAL HISTORY

**APR 2025-
MAR 2026**

Washington, DC

Legal Practice Assistant | Miles & Stockbridge P.C.

- Supported four attorneys and two Senior Paralegal Specialists across high-volume multifamily finance matters, coordinating document production and closing/post-closing deliverables during merger integration.
- Prepared and finalized agreements, loan documents, signature pages, and transaction materials in Word and Adobe Acrobat; incorporated attorney-directed edits and produced execution-ready files.
- Coordinated post-closing workflows with clients, title companies, and Fannie Mae/Freddie Mac custody teams; tracked recorded originals, DocWay uploads, trailing packages, shipping, and safekeeping.
- Resolved approximately 90-100 overdue binders and transcripts; built structured templates and trained five assistants on standardized workflows and handoffs.

**SEP 2024-
JAN 2025**

*Remote contract
Washington, DC*

Legal Administrative Assistant | Krooth & Altman LLP

- Re-engaged remotely to support closing production, transaction coordination, attorney scheduling, and backlog reduction during a high-volume period.
- Reviewed surveys, title materials, loan documents, and transcript components; maintained confidential transaction files and completion tracking for client-ready closing records.
- Prepared template-based correspondence, proofread legal documents, and assembled closing-instrument transcripts for attorney approval and prompt client delivery.

**APR-NOV
2024**

Orlando, FL

Front Desk Agent & Night Auditor | Homewood Suites by Hilton Orlando Airport

- Managed overnight front-desk and audit operations, balancing shift reports and daily financial records while protecting confidential guest information.
- Cross-trained new employees on front-desk protocols and operating systems and introduced practical efficiency improvements without compromising service standards.
- Handled guest requests, calls, check-in/check-out, compliance responsibilities, and cross-functional communication in a high-volume hospitality environment.

**JAN-MAR
2024**

Washington, DC

Litigation Legal Assistant / Paralegal | Morgan & Morgan DC PLLC

- Supported a senior attorney with 130+ active matters across Washington, DC, Maryland, and Virginia, coordinating calendars, docket deadlines, client communications, and document workflows.
- Coordinated depositions, hearings, mediations, trials, client meetings, discovery, interrogatories, and production responses from intake through attorney review.
- Conducted legal and procedural research, organized evidence and witness materials, and supported filings and hearing/trial preparation.

**OCT 2023-
JAN 2024**

Washington, DC

Executive Support Associate (Paralegal) | Lieberman & Mark, PLLC

- Supported veterans' claims through legal research, VA and medical/service-record review, C-File analysis, case development, and concise attorney-facing summaries.
- Maintained precise matter trackers and physical/electronic records, troubleshooted office systems, and contributed to process-optimization discussions.

PROFESSIONAL HISTORY

**APR 2022-
SEP 2023**
Washington, DC

Administrative Legal Assistant | Krooth & Altman LLP

- Supported five attorneys and three paralegals in a high-volume multifamily real estate finance practice, coordinating closings, post-closing documentation, transcripts, filing, and attorney support.
- Compiled and effectuated time-sensitive deal deliveries to Fannie Mae and Freddie Mac and tracked document intake, closing-record assembly, delivery routing, and completion.
- Eliminated filing and transcript backlogs within six months; created a workflow adopted by 13 administrative assistants and developed pre-filled and auto-fillable client forms.
- Recommended policy and process changes that addressed more than \$150,000 in annual fee exposure and excessive shipping costs.

**OCT 2018-
FEB 2022**

*Fort Bragg, NC
Fort Jackson, SC
Fort Benning, GA
Fort Leonard Wood, MO*

Operations Sergeant & CBRN Specialist | United States Army (Active Duty)

(Chemical, Biological, Radiological, & Nuclear Warfare Specialist) | Honorable Discharge

- Managed operational readiness, reporting coordination, and training accountability for 1,500+ paratroopers across multiple mandatory program areas.
- Built reporting systems and operational resources that improved communication, deployment readiness, accountability, and leadership visibility.
- Developed mission-response plans and delivered technical guidance and training on CBRN defense, hazardous-material handling, reconnaissance, detection, and decontamination procedures.

BOARD LEADERSHIP & GOVERNANCE

**PRESIDENT
2026-PRESENT**
*Treasurer 2023-2026
Washington, DC*

President | The Georgian Condominium Unit Owners' Association

- Lead governance and operations for a self-managed condominium association, coordinating board priorities, vendor matters, owner communications, compliance records, and financial oversight.
- As Treasurer, implemented PayHOA, led a banking transition, and strengthened owner-account documentation, payment tracking, communications, and board reporting.
- Prepared a \$34,500 FY2026-2027 proposed budget, annual-meeting and electronic-notice materials, and board-facing financial and governance records.

EDUCATION & PROFESSIONAL TOOLKIT

LIBERTY UNIVERSITY

*B.S. Candidate, Paralegal Studies
Expected December 2026
GPA 3.7 | Dean's List, Spring 2023*

SYSTEMS & TECHNOLOGY

Microsoft 365 (Word, Excel, Outlook, PowerPoint, Teams, SharePoint, Publisher, Access, OneNote) | Adobe Acrobat | DocWay | NetDocs | Litify | LexisNexis | Westlaw | PayHOA | DocuSign | Google Applications Suite | Python | JavaScript | Microsoft Visual Studio Code | Power Automate

EARLIER CAREER

Lead Data Manager, Disaster and Emergency Management Services Division, Tetra Tech • **Front Office Manager**, Hampton Inn & Suites by Hilton • **Attractions & Operations Attendant**, Universal Studios Orlando