



Melissa Porter brings more than 13 years of legal industry experience to the attorneys she works with and clients she serves. Melissa has deep knowledge regarding formation of business entities and mergers and acquisitions, including stock deals, asset deals and membership purchase agreements.

In her current role, Melissa helps with formation, drafting resolutions, preparing and maintaining stock ledgers, searching and recording documents with the Register of Deeds in various states, and preparing and filing documents with government agencies. She also drafts a range of loan documents and correspondence, reviews due diligence materials, prepares and files UCC financing statements, maintains closing checklists, tracks post-closing action items, and prepares and distributes closing documents. Additionally, Melissa helps maintain corporate record books, including drafting minutes and resolutions, filing governance documentation such as articles, amendments, certificates and annual reports.

Melissa also gained experience working in regulatory affairs for an insurance brokerage, assisting newly acquired insurance agencies with the transfer of ownership of assets and the review and negotiation of legal contracts with insurance carriers and brokers. She also provided support to agencies during the onboarding process by acting as a liaison between the agency and corporate headquarters, and helped them expand their insurance offerings through new contractual relationships.

Prior to that, Melissa worked as a legal administrative assistant with Barnes & Thornburg. She assisted corporate attorneys with various transactions, commercial real estate financings and credit facilities, and also assisted with legal matters for labor and employment clients and those in the higher education and aviation industries.

Professional and Community Involvement

Member, National Ski Patrol

Melissa L. Porter

Paralegal

171 Monroe Avenue NW
Suite 1000
Grand Rapids, MI 49503-2694

P (616) 742-3960
F 616-742-3999
melissa.porter@btlaw.com

EDUCATION

Davenport University, (paralegal certification), 2004

Michigan State University, (B.A.), communication, 2003

LANGUAGES

English

PRACTICES

Corporate

Multifamily Real Estate

Real Estate