



Rhonda L. Graham

Paralegal

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Rhonda Graham joined the firm in 2009 following a career spanning more than ten years in the commercial banking industry, where she worked with various banks in the greater Indianapolis area in their operations and administration functions, including Charter One and KeyBank. Her experience and extensive knowledge of the banking operations side of the loan closing process enables her to help financial institutions' loan officers with the preparation of the requisite closing documents and instruments.

Ms. Graham has extensive experience in reviewing bank credit approvals, drafting loan documents which mirror the credit approval, reviewing title and survey reports, as well as coordinating the entire loan closing process. She has documented, closed and administered many types of loans including asset-based lending, commercial lines of credit and term loans, equipment financing, commercial and residential construction loans, and commercial mortgage loans. Ms. Graham is well-known to the Indianapolis banking community and to title companies, and is able to use these relationships to assist Krieg DeVault's clients with their needs concerning lending and real estate.

Education

- B.S. in Organizational Leadership, *summa cum laude*, University of Indianapolis, Indianapolis, Indiana, 2009

Practices

- Commercial and Real Estate Lending

Industries

- Real Estate
- Financial Services

Representative Experience

- Prepare initial drafts of loan documents and assist with the recording or filing of liens following the loan closing process.
- Perform survey and title reviews on behalf of banking clients, working with title companies and surveyor to correct or clear potential issues prior to loan closing.
- Coordinate the intake of new matters in Creditor's Rights/Workout matters by performing Loan Document and Collateral review to provide advance knowledge to Attorney of potential issues which could determine case

strategy.

- Prepare initial drafts of demand letters, forbearance agreements, foreclosure complaints, and settlement agreements, and other documents related to these agreements. Assist with filing, recording or assembling and delivery of documents as required.
- Prepare initial drafts of Proofs of Claim for bankruptcy matters. Assist with developing plans of reorganization in Chapter 11 bankruptcy cases. Prepare timeline of action items concerning confirmed plans and monitor compliance with timeline.
- Prepare and coordinate filing of business entity documents and reports, recording of real estate documents, UCC financing statements and amendments.

Professional Associations

- Board Member - Risk Management Association, Central Indiana Chapter
- Paralegal Member - Indianapolis Bar Association

Awards & Recognitions

- Alpha Nu Chapter of Alpha Sigma Lambda , University of Indianapolis Chapter
- United Way ReadUp program, Volunteer

Seminars & Presentations

- "Title Insurance and Survey Issues Associated with Commercial Real Estate Financings," The Risk Management Association, 2014
- "Lending Horror Stories: Ghouls and Objectives", The Risk Management Association, 2012