



Melissa J. Froelich

Paralegal

melissa.froelich@offitkurman.com

Charlotte, NC – 704.716.0810

Melissa Froelich has worked in the legal field for over 20 years, starting as a legal assistant and working her way up to a paralegal. She supports the firm's Real Estate practice group with an emphasis on acquisitions and dispositions of commercial real estate properties, including those used for, or to be developed into, multi-family residential or industrial. Her responsibilities include due diligence review, especially the review of title commitments, underlying title documents and surveys, preparation of closing documents, coordination of bulk sales release and other closing-related matters, along with other department support.

Melissa also provides the real estate practice with corporate assistance with formation, maintenance and dissolution various business entities in all states, including drafting of bylaws, operating agreements, partnership agreements, organizational and maintenance resolutions along with assisting clients with obtaining EINs, business licenses, independent managers and related corporate needs.

Education

- Stony Brook University
 - Paralegal Certificate