

BISERA THACI

Waltham, MA • (857) 250 – 9407 • biserath@bu.edu

WORK EXPERIENCE

Hackett Feinberg P.C.

Associate

Boston, MA
10/2021 – present

- Represent regional and national lenders in Business Banking or Middle Market closings
- Represent state governmental agencies or developers in affordable housing closings
- Draft and negotiate loan agreements, promissory notes, guaranties and collateral documents for transactions involving lines of credit, borrowing base loans, term loans, construction loans, acquisition loans, renewable energy tax credits or low-income housing tax credits
- Coordinate with the client team and opposing party's counsel in ordering pre-close due diligence (environmental, hazard and liability insurance, title and lien position validation, real estate appraisal and corporate governance) and in properly perfecting collateral as applicable following the closing
- Review due diligence and address issues in a timely fashion

Bank of America, N.A.

Officer; Attorney-prepared Document Administrator III

Waltham, MA
08/2019 – 09/2021

Officer; Attorney-prepared Document Administrator II

05/2018 – 07/2019

- Reviewed attorney-prepared loan documentation and due diligence in Public Sector Banking, Business Banking and Middle Market closings to ensure compliance with credit approval and Bank's credit policies and procedures
- Advised client teams on matters of LIBOR transition, electronic signatures and regulatory issues, including KYC
- Updated the Bank's system of record of closed transactions
- Assisted in training of new hires

Officer; In house-prepared Document Administrator II

12/2015 – 05/2018

- Drafted and reviewed commercial loan documentation in accordance with Bank's approved credit policy
- Performed due diligence (environmental, hazard and liability insurance, title and lien position validation, real estate appraisal and corporate governance) and co-coordinated with Bank associates and clients to deliver in a timely and quality manner
- Perfected non-real estate and real estate collateral

Law Offices of Tracy N. Firicano

Paralegal Intern

Boston, MA
07/2015 – 12/2015

- Researched case and statutory law; drafted legal opinions
- Prepared files, assisted in discovery proceedings and trial preparation

Gjika and Associates, Attorneys at Law

Senior Associate

Tirana, Albania
01/2014 – 05/2014

- Researched and counseled clients in real estate, corporate, M&A, tax, administrative, regulatory and civil matters
- Delegated, mentored and supervised the work of junior associates in the firm

Associate

02/2013 – 12/2013

- Counseled clients in their daily business activities
- Kept direct correspondence and communication with the firm's clients

Drakopoulos Law Firm

Associate

Tirana, Albania
04/2012 – 01/2013

- Researched matters and provided legal counsel to clients in their commercial activities
- Advised in the incorporation of new companies

Boga and Associates, Attorneys at Law

Legal Assistant

Tirana, Albania
06/2010 – 02/2012

- Organized and managed the firm's digital archive
- Researched and translated new domestic and European legislation from/to Albanian/English/Italian

BAR ADMISSIONS

Massachusetts
Albania

06/2021
11/2012

EDUCATION

Boston University – School of Law

Boston, MA

LLM in Banking and Financial Law – GPA 3.82

05/2019

- Concentration in Compliance Management

- Concentration in the Business of Banking

Harvard University – Extension School

Cambridge, MA

Graduate Certificate in Accounting – GPA 3.78

08/2018

Bunker Hill Community College

Boston, MA

Certificate in Paralegal Studies – GPA 4.00, *Dean's List*

12/2015

University of Tirana – School of Law

Tirana, Albania

LLB (four-year program) – GPA 3.82

07/2010

- Balkan Case Challenge – ELSA – International Court of Justice Moot Court

- Willem C. Vis International Commercial Arbitration Pre-Moot

AFFILIATIONS

American Bar Association

Member

09/2017 – present

Massachusetts Bar Association

Member

09/2017 – present

Boston Bar Association

Member

09/2017 – present

Real Estate Bar Association (MA)

Member

07/2021 – present

Albanian American Bar Association

Member

05/2021 – present

Lambda Epsilon Chi (LEX) Honor Society

Member

05/2017 – present

Phi Theta Kappa Honor Society

Member

10/2015 – present

LANGUAGES

Albanian – Native; **English** – Professional; **Italian** – Conversational