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## BAC-10157

### Contact Information

Contact Name	Kerry Kelley	Home Address	[REDACTED]
Preferred Phone	[REDACTED]	Home City	[REDACTED]
Preferred Email	[REDACTED]	Home State	[REDACTED]
Other Phone		Home Zip	[REDACTED]
Other Email		County	[REDACTED]
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	[REDACTED]
Gender	[REDACTED]	Race/Ethnicity	[REDACTED]
Other Gender		Other Ethnicity	
		Tribal Affiliation	
		Salutation	[REDACTED]
		Pronouns	[REDACTED]

### Application

Status	In Progress	Council Resolution Number	
Notes			

### Board Information

Board Name	Denver Asian American Pacific Islander Commission (DAAPIC)	Original Start Date	
		End Date	
		Other boards or commissions served	

### Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

### Additional Information

Work or home in Denver	Objection to appointment?	No
Are you a registered voter?	Special Information	
If so, what county?	Registered Lobbyist	No

Denver City Council  
District No

Lives outside of the City and County of  
Denver

Conflict of Interest No

Conflict of Interest  
Explanation

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### Education and General Qualifications

Name of High School

Name of Graduate  
School

Location of High  
School

Location of Graduate  
School

# of Years Attended  
High school

# of Years Attended  
Graduate School

Did you Graduate  
High School Yes

Did you Graduate

Graduate Major

Name of College

Location of College

# of Years Attended  
College

Did you Graduate  
College

Undergrad Major

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### Reference Details

Reference Name #1

Reference Email #1

Reference Phone #1

Reference Address #1

Reference Name #2

Reference Email #2

Reference Phone #2

Reference Address #2

Reference Name #3

Reference Email #3

Reference Phone #3

Reference Address #3

Agree to a  
background check

Owner 

Created By Denver Integration, 7/10/2025, 9:56 AM

Last Modified By Anna Respet, 7/10/2025, 10:57 AM

### Notes & Attachments

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#### Kerry HS.jpg

Type **Attachment**  
Last Modified **Denver Integration**  
Description  
[View file](#)

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#### Biography.pdf

Type **Attachment**  
Last Modified **Denver Integration**  
Description  
[View file](#)

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#### Kerry\_Kelley.pdf

Type **Attachment**  
Last Modified **Denver Integration**  
Description  
[View file](#)

## Applicants History

7/10/2025, 10:57 AM

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User **Anna Respet**

Action **Changed Status from New to In Progress.**

7/10/2025, 9:56 AM

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User **Denver Integration**

Action **Created.**

## KERRY KELLEY

### PROFESSIONAL SUMMARY

Experienced Paralegal with expertise in legal research, secured lending, loan documentation, and corporate governance. Proficient in drafting loan and collateral agreements, conducting due diligence, and managing transactional checklists. Skilled in title and UCC lien research, maintaining collateral perfection, and supporting complex commercial transactions. Committed to ensuring compliance with legal and financial regulations while delivering exceptional support to attorneys and deal teams.

### CORE SKILLS & COMPETENCIES

- Legal Research & Transactional Due Diligence
- Loan & Collateral Documentation Preparation
- Title & UCC Lien Research
- Corporate Governance & Compliance Support
- Transaction Checklists & Deal Coordination
- Document Management & Custodial Duties
- Microsoft Office Suite & Legal Databases
- Legal File & Database Organization

### PROFESSIONAL EXPERIENCE

#### Paralegal | Transactional & Secured Lending Support

Francy Law Firm, Denver, CO | December 2023 - Present

- Assist attorneys in drafting and reviewing legal, loan, and collateral documents for commercial transactions.
- Conduct legal research on mortgage law, cite checking, and corporate governance to support compliance efforts.
- Manage and track collateral perfection, including extensions, amendments, and continuations to maintain security interests.
- Order and analyze UCC lien searches to verify lien positions and recommend appropriate actions.
- Review, organize, and resolve title commitment and survey issues, coordinating with title companies and transaction teams.
- Maintain legal files, training materials, and internal legal databases to ensure organization and accessibility.
- Prepare and update transaction checklists to track all deal team responsibilities and

ensure completion of required tasks.

### **Corporate Paralegal & Compliance Coordinator**

Canvas Credit Union, Lone Tree, CO | August 2019 – August 2023

- Conducted research and analysis on mortgage law, financial lending regulations, and corporate policies.
- Assisted in drafting loan agreements, security interests, and due diligence documents for financial transactions.
- Managed corporate governance documentation and provided compliance support for board decisions.
- Monitored and maintained secured collateral files, ensuring accuracy and compliance with financial regulations.
- Assisted in tracking credit report recommendations and preparing supporting legal documents for loan approvals.

### **Legal Operations Manager**

Canvas Credit Union, Lone Tree, CO | January 2012 – August 2019

- Oversaw legal document tracking and compliance for secured lending transactions.
- Coordinated and reviewed UCC filings, lien searches, and title research to mitigate lending risks.
- Maintained internal legal databases and ensured document accessibility for loan and collateral teams.
- Provided support for financial litigation and legal review of loan documentation.

### **EDUCATION & CERTIFICATIONS**

- AAS, Paralegal Certificate | Arapahoe Community College, Littleton, CO | Graduated May 2018 | GPA: 3.9
- Certified Notary Public and Approved Trainer | Colorado Secretary of State | April 2012
- Licensed Legal Professional (LLP) Candidate | Colorado LLP Pilot Program (Expected Completion: 2025)

### **ADDITIONAL QUALIFICATIONS**

- Strong ability to manage high-volume case files, secured lending transactions, and loan documentation.
- Excellent written and verbal communication skills, with experience in drafting loan agreements and collateral reports.
- Skilled in title research, UCC lien tracking, and maintaining compliance with financial

regulations.

- Experienced in working with attorneys, financial institutions, and corporate governance teams.

## **Kerry Kelley**

*Paralegal | Small Business Owner | Community Advocate | APABA Member*

My name is Kerry Kelley, and for over three decades, I've proudly called Colorado home. As a mother of six and a devoted grandmother to the brightest little light in my life, I understand the profound value of time, relationships, and community. These personal experiences have deeply shaped my commitment to public service, justice, and human connection.

Professionally, I've dedicated 16 years as a paralegal, serving individuals and families with compassion, clarity, and integrity.

Outside of my legal work, I am the founder of *Symphony Pearl Designs & Co.*, a family-owned jewelry business that reflects the deeper meaning of beauty, resilience, and relationship. Our process of shucking oysters to reveal pearls is a family tradition that symbolizes our philosophy: that something precious takes time, patience, and care to form.

My passion for leadership and advocacy deepened through the **Colorado Dragon Boat's Emerging Leaders Program**, a transformative initiative created to elevate and empower leaders within the Asian American, Native Hawaiian, and Pacific Islander communities.

As a proud member of the **Asian Pacific American Bar Association of Colorado (APABA)**, I stand alongside their mission to promote diversity and advocate for justice mirroring my own dedication to representation, inclusion, and lifting marginalized voices.

