

The Capital Group Global

Legal Coordinator

Tatiana Porras is a highly skilled and detail-oriented professional with a strong background in legal coordination. With her exceptional organizational abilities and effective time management skills, Tatiana has consistently made valuable contributions to the organizations she has worked with. Currently serving as the Legal Coordinator for The Capital Group Global, Tatiana is responsible for drafting and reviewing legal contract documents. She conducts research on a variety of legal topics as needed, utilizing both online and offline resources. Tatiana provides advice and guidance on legal and business-related issues to TCGG's senior business leaders. She is also responsible for collaborating in the planning, directing, implementing, and strategizing of projects.

Tatiana's prior experience includes working as a Regional Administrative Assistant at Walgreen Co. in Orlando, FL, where she provided comprehensive assistance to the Regional Vice President, Regional Healthcare Director, and Sr. Regional Human Resources Manager. She excelled in coordinating regional events and meetings, ensuring discretion and confidentiality in matters related to pharmacy and retail operations. Tatiana actively participated in regional and leadership meetings, facilitating business growth action plans. Her responsibilities also involved providing operational, pharmacy, and human resources-related reports to multiple levels of the field leadership team. Additionally, she managed the charitable contribution budget and assisted the Regional Healthcare Director in ensuring compliance with state regulations by pharmacy staff members and management. Tatiana's role encompassed various administrative tasks, including travel arrangements, expense reports, creating presentations, and serving as a liaison between healthcare vendors, charities, and partners.

Prior to her role at Walgreen Co., Tatiana served as the Executive Assistant to the CFO at ILG, Inc. in Miami, FL. In this position, she provided comprehensive support to the CFO, General Counsel, SVP and Associate General Counsel, SVP of Corporate Communications and Investor Relations, and VP of Corporate Development. Tatiana's responsibilities included managing financial quarterly reports, coordinating quarterly earnings calls with Nasdaq, and distributing post-earnings call analyst reports and estimates. She prepared presentations and investor materials for roadshows, conferences, and meetings, while also coordinating legal accruals and managing invoices and payments for legal firms. Tatiana assisted with SEC reporting and provided administrative support to the executive department.

Tatiana has worked as an Administrative and Brokerage Assistant at JLL, Inc. in Miami, FL, where she supported the SVP of Capital Markets, Vice President of Brokerage for the Florida Region, and Manager of Market Operations. She managed commission invoices, maintained listings and marketing materials, coordinated monthly marketing e-blasts, and produced reports for review and follow-up. Tatiana also provided comprehensive administrative support, including front desk coverage, invoice management, expense reports, and meeting coordination.

Tatiana holds a Paralegal Certification from Florida International University.

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