

Nick A. Parenteau, MSOM

(860) 634-6171 • n.a.parenteau@gmail.com • Remote (Florida) • [LinkedIn](#)

PROFESSIONAL SUMMARY

World-renowned HotDocs expert and Lead Solutions Consultant with over 7 years of leadership in architecting enterprise-scale document automation systems. I specialize in executive stakeholder management, translating complex legal and compliance requirements into highly integrated, high-ROI automation workflows that consistently deliver over 300% ROI on total compensation.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Science in Organizational Management	(December 2016)
Eastern Connecticut State University. <i>Cumulative GPA: 3.91</i>	
Bachelor of Arts in Music, Concentration in Performance	(May 2010)
Eastern Connecticut State University. <i>Summa Cum Laude</i>	

TECHNOLOGY SKILLS

- Expert knowledge of document automation tools (e.g., HotDocs, Docassemble)
 - Expert knowledge of M365 products - Power BI, Excel and a certified expert in MS Word
 - Advanced knowledge of LLMs, specializing in the responsible use of Generative AI
 - Advanced knowledge of the legal technology landscape and knowledge management technologies
 - Advanced knowledge of Google Suite Tools
 - Proficient in Python, PowerShell, SQL, Visual Basic, Postman, and Docker
 - Scrum master, Jira/Trello board administration experience
 - Typing: 80 WPM
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WORK EXPERIENCE

- HotDocs – *Development Team Lead* (September '18 – January '26)
- Engineered high-complexity document automation solutions, delivering technical leadership and specialized training to a diverse global client base.
 - Resolved complex technical issues, utilizing forensic code analysis to improve the operation of Fortune 500 companies, government agencies, financial institutions, and law firms.
 - Directed the technical integrity of 140+ active repositories of different client coding projects managing millions of lines of code.
 - Strategically bridged technical and business domains, collaborating with Product, Engineering, and Professional Services to align the product roadmap with client retention goals.
 - Developed new approaches, analytical data techniques, and workflow improvement processes, resulting in enhanced efficiency and positive client experiences.
 - Architected scalable low-code/no-code systems by consulting with C-Suite executives to transform complex legal pain points into automated solutions.
 - Maintained and improved existing document automation tools, including document and workflow automation, data extraction, and other low-code, no-code technologies.
 - Functioned as a communication point-of-contact for IT managers, C-suite executives, lawyers, and other stakeholders for the successful implementation of legal technology tools.

Read, Write, Learn, Love, Teach, Think, Plan, Do

Eastern Connecticut State University – *Adjunct Professor*

(Fall Semester 2019)

- Taught undergraduate students the use of information technology for ethical problem-solving and decision-making across major organizational functions.
- Taught Microsoft Excel, database technology, data warehouse, and other related technologies to students with a non-technical background.

Korde & Associates, P.C. – *Information Systems Analyst*

(October '16 – August '18)

- Generated cumulative annual cost savings exceeding 3x ROI of total compensation by spearheading cross-functional operational efficiency initiatives.
- Managed a workload of 300 concurrent projects, including database management, technical support, template revisions for legal affidavits, process improvement, and data science.
- Coordinated across departments and organizational levels, utilizing systems thinking and change management principles to streamline operations.
- Designed and created automation using PowerQuery, Visual Basic, and PowerShell scripting, resulting in increased efficiency and accuracy.
- Create reporting scorecards and KPI analytics for mid-tier executives, managers, and attorneys.
- Provided mid-level technical training in query writing, computer syntax, and Excel Formulas to users with varying levels of experience.

LOGS Network – *Compliance Analyst*

(October '15 – October '16)

- Communicated legal, regulatory, and process changes from C-suite executives to law firms in over 30 states, managing multiple complex projects simultaneously.
- Developed reporting and analytics for C-suite executives and legal finance SMEs, ensuring effective communication and compliance.
- Demonstrated judgment and critical decision-making skills that were scrutinized by legal minds throughout the United States.
- Developed, reviewed, and improved auditing practices to comply with constantly changing CFPB and client requirements.

OTHER SKILLS

- Strong organizational skills, time management, and prioritization abilities
- Impressive Visualization skills – able to play chess blindfolded
- Product Development
- Critical Thinking, System Design & Systems Thinking Expert
- Data Science & Executive Reporting
- Project Management, Change Management & Process Improvement
- Training & Development
- Document Analysis & Review
- Public Speaking
- Crisis and Emergency Response Management

COGNITIVE PERFORMANCE & CREATIVE LEADERSHIP

- Performed at Carnegie Hall twice
- Top 10,000 in the United States in Chess rating
- Who's Who Among Students in American Colleges & Universities (May 2010)
- Rubik's Cube personal record (43 seconds)
- Writing, Editing & Storytelling – Wrote a 50,000 word novel in 28 days before LLMs existed
- Bilingual - Currently studying for Spanish Language Certification (B-1)

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