



## Hassina K. Adams

### Paralegal

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### Profile

**Hassina is a paralegal in the firm's business department, collaborating closely with attorneys in preparing and filing articles of incorporation and formation, certificates of assumed name, certificates of amendment and certificates of dissolution for both domestic and foreign entities.**

Additionally, Hassina is responsible for drafting bylaws, minutes, operating agreements and facilitating publication of newly formed entities within county-approved newspapers for newly formed entities. She reviews business qualifications to ensure compliance, verifies good standing with state regulations across multiple jurisdictions and handles the application process for Employer Identification Numbers (EIN) with the Internal Revenue Service. Hassina also manages corporate filings and case files for firm attorneys.

In a separate role, Hassina provides support to the bankruptcy practice, where she has prepared and filed various case documents with the New York State Bankruptcy District Courts.

Motivated by the South African ethos of Ubuntu ("I am because you are"), Hassina is an active member in our community and extends her efforts beyond the workplace by volunteering her time and talent for various immigrant-serving agencies in Syracuse.

### Other Activities

- New American Forum of Central New York, Vice President
- Onondaga County Human Rights Commission, Commissioner
- Interfaith Works of Central New York, Board of Directors
- Northside Futures, Steering Committee