



Natalya Artyukhov

Paralegal

800 W. Main Street, Suite 1750, Boise, ID 83702

P 208.383.3986

nyartyukhov@hollandhart.com

Natalya is a paralegal in the Boise Corporate Practice group. She has over 10 years of legal experience.

PRACTICES

Corporate

EDUCATION

Hamline University, Paralegal Certificate, 2007

Belarusian State University, M.J., 1999

Natalya supports the Corporate Practice group, assisting the attorneys and their clients with matters related to corporate formation and maintenance. She also manages a broad range of responsibilities in the areas of compliance, financing, and corporate governance.

Prior to joining the Corporate Practice group, Natalya was part of the Immigration department that provides legal advice to employers and individuals on U.S. Immigration matters. She worked on many employment-based cases involving all aspects of the immigration process.

EXPERIENCE

Corporate

- Manage corporate formation and maintenance
- Maintain Corporate Book
- Corporate Filings
- Corporate Governance
- Prepare and file documents for entity formation

Immigration

- Draft cover letters, employer support letters, responses to requests for evidence (RFEs), H-1B job descriptions, LCAs for attorney review
- Draft forms for: H-1B petitions (transfers, extensions, amendments), I-140 petitions (E-2, E-3), I-485 Applications (principal and derivative applicants) for attorney review
- Monitor status of cases and maintain prompt communication with clients regarding case preparation and case status
- Prepare variety of reports utilizing database system and spreadsheets; maintain and update spreadsheets with case preparation status, deadlines, and status expiration

Business

- Oversaw international supply chain and manufacturing operations
- Research and ensure compliance of the products with Customs and Imports rules and regulations
- Manage all legal matters

- Administer financial assets and liabilities
- Administer team of 6 regional sales representatives