

## R. Syvette Donald

### SERVICE AREAS

Governments + Nonprofits

- Public Law - Powers, Open Meetings + FOIA

### EDUCATION

- Wayne State University, B.A.



### Paralegal

#### Detroit

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R. Syvette Donald specializes in municipal bond financing for cities, townships, villages, multi-authorities and school districts. The financing structures include new money and refunding of prior issues, as well as drafting closing documents including, but not limited to, non-arbitrage and tax compliance certificates, escrow agreements, non-litigation certificates, continuing disclosure undertakings, resolutions and IRS forms. Syvette also prepares Lotus, Excel and Mun-Ease schedules and prepares for, organizes and conducts closings. She also has primary responsibility for lost bond replacement, preparation of post-closing transcripts and client contact.

### RELIGIOUS ACTIVITIES

- Shield of Faith International Ministries, Detroit, Michigan

### PUBLICATIONS

#### SEMINARS

Batten, Hudson & Batten Executive Secretarial Seminar, May 1981

Fred Pryor Professional Secretarial Seminar, April 1980

Florence Rose Legal Secretarial Course, September 1978