

Mae Shelley

Paralegal



D. 423.321.0319
F. 423.508.1319
E. mshelley@chamblisslaw.com

I love the work I do because I am well organized and focus on details. With my caretaker personality, I treat our clients' trusts as if they are my own and look after each one to ensure their needs are met and they are thriving.

Mae Shelley diligently works with Chambliss clients on trust administration, primarily for irrevocable trusts, revocable trusts, and special needs trusts. With careful attention to detail and a personable working relationship, Mae provides clients with top quality work when addressing their ongoing needs. She monitors bank accounts, insurance policies, disbursements, and distributions in line with trust terms. She collaborates with service providers for the needs of beneficiaries, and she provides trustees with trust account analysis.

Before joining Chambliss, Mae worked for 10 years as a corporate administrator for Conyers, Dill & Pearman in Hamilton, Bermuda. She managed a portfolio of international limited liability companies and partnerships in the insurance industry. Mae assisted with private placement memorandums and summary prospectus, corporate secretarial duties, stock ledger registrar, corporate governance and mergers, and international anti-money laundering due diligence and compliance.

Associations

Professional

- Tennessee Paralegal Association, Member

Community

- MOMentum of Chattanooga, Volunteer
- Calvary Chapel Chattanooga, Member
- Lula Lake Land Trust, Volunteer

Sidebar

Mae relocated from Bermuda and specifically selected Chattanooga for the natural beauty of the mountains, the variety of outdoor activities, and because it

Services

- Estate Planning
- Tax

Industries

- Individuals, Families, Estates, and Trusts

Education

- B.A., Covenant College, 1981
- University of Maryland

is a vibrant, growing city. When she's not entertaining her friends and family, she's likely seeking out new adventures. She likes to attend various live music events, wander through art galleries, and explore the outdoors. She enjoys snorkeling, kayaking, baking, entertaining, gentle hiking, and watching movies