Carlissa Plowden

Paralegal

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Overview

As a paralegal for the firm's worldwide aircraft financing, title and registration practice, Carlissa Plowden provides support to attorneys whose practices are focused on advising and representing clients on matters involving the buying, selling, leasing, financing, registration, and operation of aircraft. Her responsibilities include preparing aircraft and engine records for review, reviewing and compiling FAA records for outstanding/unresolved title and lien issues, corresponding with involved parties to resolve document issues, drafting documents for attorney review, preparing aircraft closing instruments for filing and recordation with the Federal Aviation Administration, and verifying recorded instruments have been posted by the FAA to the proper aircraft, engine and propeller records.

Carlissa joined McAfee & Taft in 2024, bringing with her 17 years' collective administrative and operational experience in the mortgage, financial and legal industries, including eight years as a senior legal assistant for an Oklahoma City-based law firm specializing in aircraft transactions.

Carlissa holds an associate's degree in science from Northern Oklahoma College and a bachelor's degree in mass communications and media studies from Oklahoma Christian University.