

# Robert Smith

## Lead Paralegal

### PERSONAL STATEMENT

To secure a paralegal or administrative position in a law firm that allows to utilize leadership and management skills, as well as providing opportunities for learning and advancement.

### WORK EXPERIENCE

#### Lead Paralegal

ABC Corporation - August 2011 - March 2013

##### Responsibilities:

- Responsible for obtaining and securing original loan documents.
- Maintained and updated lender processing websites.
- Prepared judgment files.
- Assigned attorneys to hearings.
- Responsible for short calendar markings.
- Communicated with mortgage lenders daily regarding documents required to initiate a foreclosure action.
- Provided status updates to and requested status updates from mortgage lenders.

#### Lead Paralegal

Delta Corporation - 2010 - 2011

##### Responsibilities:

- Managed a team of five paralegals and coordinated all related correspondence.
- Participated in interviews with parties, competitors and customers, and prepared detailed memorandum to assist in the investigatory process of up to.
- Liaison between paralegals and attorneys Facilitate paralegal meetings Organize training for paralegals.
- Prepare and refine legal documents and correspondence (pleadings, motions, orders, etc.); Communicate with insurance adjusters, doctors staff.
- Managed Paralegal department workflow and oversaw team projects Actively involved with recruiting, interviewing and hiring efforts Developed training.
- Distributed flagged applications to paralegals and assured timely and accurate completion.
- Provided research and training support to paralegals on statutes, recorded judicial decisions, legal articles and documents Validated and oversaw the.

### Education

Bachelors in Social Sciences - 2012(University of Bridgeport - Stamford, CT)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Change Management,  
Presentation, Customer  
Service.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)