

ROBERT SMITH

Certified Paralegal III

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Identify and provide requested recored and follow legal requirements when providing and releasing records. Conducting legal research and maintaining a case management/tracking system.

EXPERIENCE

Certified Paralegal III

ABC Corporation - JUNE 2012 - OCTOBER 2013

- Provided Administrative support for attorney in person injury practice.
- Assisted with preparation of files and documents for trial, as well as workout patron trial preparations.
- Reviewed medical documents and prepare demand packages to send to insurance agencies.
- Kept professional communicate with clients, medical providers and opposing counsel to obtain documentation.
- Assisted clients, insurance agencies and medical providers with inquires and/or complaints.
- Provided suitable negotiations and settlements with insurance agencies.
- Drafted legal documents and gather information necessary to respond negotiations and settlements.

Certified Paralegal

Delta Corporation - 2008 - 2012

- Duties included- Supporting a team of five attorneys with generating and organizing all information for files and filling out all forms Receiving .
- o Full case management of highly litigated family legal cases, including divorces, child custody, visitation, and support, restraining orders, .
- Worked as a paralegal for Countrywide Financial Corporation with the following responsibilities Respond to regulatory complaints submitted by .
- Research complaints and review borrower account history to determine primary cause for delinquency.
- Determine and recommend best course of action for lender including loan modifications, foreclosure actions or monitoring bankruptcy proceedings.
- Ensure compliance with all State and Federal mortgage servicing requirements.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Certification in Paralegal - (Southern Methodist University Dallas - Dallas, TX)

SKILLS

Type 60wpm, Advance Speed On 10 Key, Can Use All Office Equipment. Bilingual: Can Speak, Read And Write., Notary Public, Loan Closing Agent.