

Robert Smith

Lead Foreclosure Paralegal

PERSONAL STATEMENT

Dynamic, versatile professional with exceptional skills providing quality customer clientele support. Looking transition out foreclosure mortgage industry to utilize my skills co-workers to have efficient productive work environment.

WORK EXPERIENCE

Lead Foreclosure Paralegal

ABC Corporation - July 2007 - February 2008

Responsibilities:

- Submitted foreclosure ads various county newspapers.
- Reviewed titles federal tax liens.
- Notified Junior Lien Holders regarding foreclosure.
- Quoted collected reinstatement payoffs amounts.
- Prepared foreclosure deeds recording with various county court systems.
- Updated client based website tracking reporting foreclosure property sales updates.
- Trained new hires within department.

Lead Foreclosure Paralegal

Delta Corporation - 2005 - 2007

Responsibilities:

- Served as a client liaison primarily for Wells Fargo Bank, Chase Home Finance and major lenders, via their proprietary systems.
- Drafted and filed Motions, Orders, Discovery Responses, Amended Responses, and Pleadings that pertain to the Mortgage Foreclosure process.
- Assisted attorneys and attended Motion Calendar hearings, as well as, Rocket Docket hearings, for Miami Dade County, and Palm Beach County .
- Assisted multiple attorneys on their day to day functions which included general administrative duties, assisted clients with inquiries and assisted .
- Manage over than 300 cases at any time Assisted my attorney in preparation of Motion to Dismiss, Answer, Discovery, and additional documentation for .
- In charge of the Post Judgment sector of the foreclosure action Drafting legal documents (Certificate of Foreclosure, Quit Claim Deeds/ Specialty .
- Having constant communication with clients in regards to the status of the cases, i.e.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Paralegal, Customer
Service, Secretarial.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Mediation and Paralegal Certification - August 2013(Lakewood College)