ROBERT SMITH

Foreclosure Paralegal I

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SUMMARY

Obtain position with focus originality, attention detail, dynamic multitasking work environment.

CORE COMPETENCIES

Microsoft Office, Adobe, Legal Research, Management, Accounting, LexisNexis, Hot Docs.

PROFESSIONAL EXPERIENCE

Foreclosure Paralegal I
ABC Corporation - 2010 – 2012

Key Deliverables:
- Opening, Organize, review files.
- Managed completing high volume time sensitive tasks for each client.
- Responsibled for sending legal documents recording to proper counties.
- Assisting with running various reports different departments using special program.
- Worked navigating various client websites.
- Researched solves arising problems ensure compliance with quality, timeliness standards, borrowers expectations, provide superior customer service.
- Referral intake foreclosure files.

Foreclosure Paralegal I
Delta Corporation - 2008 – 2011

Key Deliverables:
- Prepared Complaints/Amended Complaints, Answer to Complaints, Motion and Orders (ie, Defaults, cancel and reset sales, etc.).
- Prepared Notice of Action and Guardian Ad Litem packages, Affidavit of Indebtedness, Affidavits of Attorney Time, Fees & Costs; prepared Motion for .
- Real Estate / Foreclosure Litigation Lender Servicing & Management Maintain Quality Control while solving problems/issues quickly and effectively .
- Microsoft Word/ Outlook/Excel Notary Public.
- Prepared foreclosure documentation for the lead Attorney including deeds, ads to be published in the paper, and PT-61 used for recording with the .
- Foreclosure volume handled ranged from 250-600 files per month.
- Managed and prepared processing services to clients in the real estate finance department while coordinating all foreclosure documents and procedures.

EDUCATION

- 2008(Branford Hall Career Institute - Southington, CT)