

# Robert Smith

## Associate.Foreclosure Paralegal

### PERSONAL STATEMENT

Objective: obtain position legal, investigative setting that will allow me to utilize experience, education strong organizational skills.

### WORK EXPERIENCE

#### **Associate.Foreclosure Paralegal**

**ABC Corporation - February 2011 - October 2011**

##### *Responsibilities:*

- Plantation, FL; duties included; Prepare Motions, Affidavits Defaults preparation Final Summary Judgment.
- Prepared foreclosure notices.
- Prepared motions orders for all counties; Provide Paralegal Support to Legal Team in a high volume, deadline atmosphere.
- Responsible for moving 100+ files; Prepare Legal Documents such Complaints, Motions, Notice Hearings, Affidavits, Defaults, Notice of Actions.
- Scheduled Hearing with Judicial Assistants coordinates dates with opposing Counsels.
- Provided client with foreclosure fees and costs.
- Conducted to dialogue with clients, court personnel, borrowers firm staff, including Attorneys.

#### **Associate.Foreclosure Paralegal**

**Delta Corporation - 2006 - 2011**

##### *Responsibilities:*

- Responsible for managing the maintenance, repair, and security of repossessed & foreclosed properties Oversaw the sale and pricing of residential .
- Prepared all the necessary court pleadings for the attending attorneys for Non-Jury Trials in order to get Judgment Granted and a Sale Date set.
- Worked the file from set-up to getting Final Judgment getting granted Pull current court dockets and run Military Searches and Bankruptcy Pacers .
- Responsible for opening files for collection from unpaid homeowners assessments Perform research on properties to make certain each property is free .
- Provided support for two Partners.
- Primary responsibilities included, but were not limited to assisting in all areas of administrative work including data entry, discovery process, .
- Preparation and filing of pleadings such as Wills, Petitions, Guardianship Applications and Power of Attorney, Complaints, Defaults, various Motions .

### **CONTACT DETAILS**

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

### **SKILLS**

Organization and Planning, Administrative Management, Data Entry, Document Preparation, Conflict Resolution, Time Management, Team Leadership, Written and Verbal Communication, Client Relations Management, Microsoft Office.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

**Education**

Associate of Science in American Bar Association - (Broward College)