

Process Server

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Objective

To obtain a job that best utilizes experience as either an employee or a business manager. Extensive face to face customer service delivering orders collecting proceeds from sales. Experience as a Process Server. Driving all over southern California to post-foreclosure notices. Extensive experience driving freeways and roads in Los Angeles, Orange, Riverside, and San Bernardino counties.

Skills

Microsoft Office, Typing 50 Wpm, Communication Skills, Team Building, Team Leadership, Teamwork

Work Experience

Process Server

ABC Corporation - December 2012 - May 2015

- Familiar with laws, rules, and regulations related to the legal notification of properties in the process of foreclosure.
- Extensive experience conducting public auctions selling foreclosed properties.
- Demonstrated legal compliance of the service process as required by law.
- Real Estate Developed knowledge in all aspects of real estate indebtedness in relation to financial commitment for real estate property.
- Worked with tradespeople for the proper maintenance of properties, especially in regards to meeting building code requirements and appealing to the taste of real estate prospects.
- Experienced in all phases of real estate sales and marketing, including generating leads and one-on-one sales calls.
- Developed mortgage leads, the ascertained client needs to be based on the loan balance.

Process Server

ABC Corporation - 2011 - 2012

- Handled serving of court orders and processes, such as summonses and subpoenas.
- Received papers to be served from magistrate, court clerk, or attorney.
- Handled court filings for civil and criminal case and conducted court research and copy work.
- Handled delivery of Court Legal Papers and deposition subpoenas all over the San Francisco Bay Area.
- Performed court case monitoring and handled fax filing.
- Reviewed the documents to be served to verify they are completely filled out, signed and have accurate contact information.
- Implemented smart serving techniques..

Education

Diploma