

## Objective

Looking for a certified paralegal with two college degrees and over 10 years of experience. Implements and supervises assigned department operations and strategies. Maintains department calendar, civil litigation database, criminal prosecution database and department project log.

## Skills

Legal Research, Legal Writing, Microsoft Office, Inventory Management, Supervisory.

## Work Experience

### Certified Paralegal

**Neel & Robinson Attorneys At Law, L.L.C, Leigh Clack, Attorney At Law, Partner** - April 2007 – 2020

- Reviewed/prepared contracts for the purchase of a property.
- Prepared settlement statements in accordance with lender closing packages using Lantech (Windows).
- Prepared Note, Security Deeds and all related documents necessary for the accurate transfer of title of real estate for private investors.
- Worked in the clearance of title for new buyers/lenders.
- Able to be cleared for any reason, specific indemnity letters were obtained from title company willing to insure over defects.
- Worked with sellers and their lenders with short-sale requests.
- Approved, followed instructions and verified that all mandatory guidelines were followed exactly.

### Certified Paralegal

**Delta Corporation** - 2003 – 2007

- Printed and reviewed lender closing packages and prepared HUD-1 Settlement Statements using Landtech (DOS) until the firm switched to Softpro.
- Prepared Note, Security Deeds and all related documents necessary for the accurate transfer of title of real estate for private investors.
- Dispersed files to lenders, mailing out payoffs and all vendor checks.
- Ensured that all files were in balance prior to sending them to post closing for storage.
- Prepared PT-61 to attach to Deeds prior to recordation.
- Reviewed files after closing for any post closing issues, resolving them as needed.
- Kept accurate log of closings including date, file number, agent, borrower and lender information.

## Education

Associate of Arts in Paralegal Studies (ABA Accredited) - (Kirkwood Community College - Cedar Rapids, IA)