

Objective

English , Spanish Speaking Professional, actively pursuing employment opportunities that would effectively utilize my education, training capabilities enhance company growth drofit.

Skills

Microsoft Office, Social Media, Public Relations.

Work Experience

Foreclosure Paralegal III

ABC Corporation - November 2012 – December 2013

- Assisted multiple attorneys.
- Confirmed foreclosure sales with clerks office, via phone, VCAP, and e-mail.
- Managed large volume third party files, assist buyers with closings.
- Handled large sums money deposit checks.
- Prepared Deed packages, Notice Foreclosure documents, Final Report documents.
- Preformed letter drafting, document scanning, filing, other office related tasks.
- Utilized mail services such FedEx.

Foreclosure Paralegal III

Delta Corporation - 2009 – 2012

- Support attorney and team in legal judicial process of Foreclosure properties located in the state of Florida; Performing ongoing file reviews, case .
- Prepared Attorneys for hearings, depositions and mediation Document preparation for hearings Maintained case files Drafted Notice of Hearings, Notice .
- Performed public record searches Prepared Final Judgments of Foreclosure and calculate balances owed Prepared Notices of Foreclosure Sale, .
- Specialized in Freddie Mac foreclosures files with a caseload of approximately 1000 +files in all counties.
- Prepared Notice of Hearings, Motion for Defaults & Notice of Dropping Party, Notice of Cancellations and Amended Pleadings.
- Ran Military, Bankruptcy, and County Docket Searches, on a daily basis, communicating directly with the Clerk of Courts, Judicial Assistants and .
- Courteously and efficiently resolve client calls and emails - Accurately maintain and organized records, reports and case documents via computer .

Education

Associates in Administrative Office Technology - 2008(Midlands Technical College - West Columbia, SC)