

ROBERT SMITH

Jr.Foreclosure Paralegal

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Phone: (0123)-456-789

SUMMARY

Highly trained Paralegal with more than five years of experience in fast-paced professional environment. Excellent leadership managerial skills. Comprehensive knowledge Florida Rules Civil Procedure Florida Statutes. Can effectively navigate utilize West Law, Lexis Nexus, Google Scholar conduct legal research application pertinent case law.

SKILLS

HRIS Systems, Excel, Human Resources.

WORK EXPERIENCE

Jr.Foreclosure Paralegal

ABC Corporation - May 2011 – June 2012

- Prepared affidavits legal correspondence.
- Organized maintained such documents paper or electronic filing system.
- Prepared legal documents, including briefs, pleadings, appeals, wills, contracts, real estate closing statements; Met with clients other professionals to discuss details of case.
- Reviewed and examined client case files.
- Investigated case facts and applied pertinent case law.
- Knowledgeable navigating Lexis Nexus, West Law and other public record domains, to determine specific causes of action and prepare case files prior to trial.
- Gathered and analyzed research data, statutes, decisions, legal articles, codes, other legal documents.

Jr.Foreclosure Paralegal

Delta Corporation - 2007 – 2011

- Assisted in organization, maintenance and updating of paper-based and print files.
- Utilized automated client systems to inform clients about file status, and to update system records and databases.
- Scrub files Drafting affidavits Chiropractic Assistant/Receptionist.
- Gather legal documentation from in-house and client files to prepare exhibit packages for attorney review prior to court submission for property .
- Audit referrals for Fair Debt and NSM.
- Request any documents needed to move forward with the audit.
- Responsible for the receipt, review, and accurate processing of Foreclosures, Home Equity, Bankruptcy referrals, Assuring compliance with client .

SCHOLASTICS

- International Relations and Foreign Policy - (University of North Carolina Asheville - Asheville, NC)