

# Foreclosure Paralegal

# ROBERT SMITH

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## Objective

highly organized, efficient motivated team player who provides keen eye for detail, Results driven capable manage every client's expectations being diplomatic, tactful and always lookout for new ideas, solutio.

## Skills

Microsoft Office, Excel, Customer Service, Typing 50 Wpm, Writing, Research, Legal Terminology, Filing.

## Work Experience

### Foreclosure Paralegal

**ABC Corporation** - November 2007 – January 2013

- Met with clients other professionals discuss details of cases.
- Prepared affidavits other documents, such as legal correspondence.
- Maintained documents paper electronic filing system.
- Monitored provided foreclosure attorneys with necessary documentation complete foreclosure.
- When required, submitted reports investor status of loans in foreclosure.
- When required prepared reports for management on loans in foreclosure.
- Aides daily function foreclosure area by assisting Foreclosure Supervisor with training and completing assigned special projects.

### Foreclosure Paralegal

**Delta Corporation** - 2004 – 2007

- Facilitated research, review, drafting, and execution of foreclosure cases.
- Utilized automated client systems to inform clients about file status, and to update system records and databases.
- Drafted legal documents like foreclosure-related pleadings, and official correspondence to debtors, clients, and legal authorities.
- Read and interpreted various legal and non-legal documents in the course of pre-trial litigation.
- Correspond with clients and accurately respond to client questions via email, client systems (LPS, Vendorscape, Clarifire, and Lenstar), and phone .
- Completed paralegal duties across 23 counties.
- Researched legal issues and organized research for attorney review.

## Education

Music Business Management Candidate - (Full Sail University - Winter Park, FL)