

ROBERT SMITH

Asst.Foreclosure Paralegal

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Over six years experience litigation paralegal. Highly skilled managing case files including motions, pleadings other office functions. Highly skilled attorney billing invoices clients. Effective problem solver; prioritize manage heavy work flow without direct supervision.

EXPERIENCE

Asst.Foreclosure Paralegal

ABC Corporation - 2016 - 2020

- Solid understanding Real Estate Law, terminology procedures.
- Read and interpreted various legal non-legal documents course of pre-trial litigation.
- Facilitated research, review, drafting execution of foreclosure cases.
- Drafted Summons, Complaints, New Jersey Summons Amended Complaints.
- Drafted Motions Amend complaint include loan modification and judgment creditors.
- Profound knowledge of foreclosure bankruptcy procedures, practices and guidelines.
- Notified client tax liens tax sale certificates that outstanding.

Asst.Foreclosure Paralegal

Delta Corporation - 2007 - 2011

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- Essential job functions include acknowledge default referrals to the firm, complete intake on referrals, draft and filing of documents, and other .
- Draft pleadings in preparation for Trial, Witness and Exhibit list, Notice of Service of Order setting Non Jury Trial, Final Judgment, Request .
- Responsible for a case load of approximately 290+ files from after the filing of the Complaint through Final Judgment.
- Preparing for Non-Jury Trials - Preparing Final Judgments for Hearings - Preparing defaults, drops and Motion for Summary Judgment - Responsible for .
- Requesting updated GAPs - Preparing Notices of Action - Assigning Guardian Ad Litem - Preparing Reinstatement and Payoff Letters for borrowers or .
- Responsible for insuring proper service is effected on defendants - Updating Vendorscape and internal systems - Requesting Figures from the client .

EDUCATION

- Bachelor of Science in Legal Studies - (Saint John's University/Berkeley College)

SKILLS

Microsoft Office, Microsoft Excell, Microsoft Outlook.