

Robert Smith

Foreclosure Paralegal

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Address: 1737 Marshville Road, Alabama

SUMMARY

Excellent Customer Service background. Extremely teamwork orientated. Exceptional interpersonal skills Strong organizational skills with ability handle multiple tasks meet deadlines.

SKILLS

Customer Service, Management, Paralegal.

WORK EXPERIENCE

Foreclosure Paralegal

ABC Corporation - September 2007 – May 2011

- Prepared completed all pre-foreclosure processes, including not limited bankruptcy screenings, civil court docket government searches, order review title examinations and property tax reports.
- Researched secured relevant Security, Warranty Loan Modification deeds from Georgia Superior Court Clerks Cooperative Authority.
- Analyzed title examinations determine if an Assignment of Mortgage is required.
- Inputted, amended and verified borrower and lender information in CaseAware.
- Calculated payoffs reinstatement figures for each loan.
- Prepared Notice Sale Advertisements published with county legal organs Notice of Foreclosure Demand documents sent borrowers.
- Updates fees and costs default case management software systems.

Foreclosure Paralegal

Delta Corporation - 2006 – 2007

- Job Description Responsible for the initial review/examination of title searches/abstracts for implementation of foreclosure actions.
- Responsible for initial receipt and implementation of client referral packages and preparation of foreclosure complaints.
- Preparation of all foreclosures pleadings from initial Complaint in Foreclosure through Final Judgment/Writ of Execution.
- Job Description Responsible for the preparation and filing of all pleadings in the foreclosure practice from the implementation of the Complaint in .
- File pleadings with court Preparing reports and maintaining files Drafted, formatted, and revised legal documents Maintained files Assisting .
- Promotion from company owned title insurance company, Paramount Land Inc Draft contracts, deeds, tax forms and other correspondence Create tax .
- Managed Mortgage Foreclosure files, met with clients, drafted pleadings and correspondence Monitored Mortgage Foreclosure actions, identified .

EDUCATION

Business Administration - (Georgia Perimeter College - Decatur, GA)