

ROBERT SMITH

Foreclosure Paralegal II

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Highly organized, with track record achieving goals excellent people skills. Fluent English and Spanish. Proficient Outlook Calendaring, Word, Excel.

FEBRUARY 2012 - JUNE 2014

FORECLOSURE PARALEGAL II - ABC CORPORATION

- Handled all Discovery matters for Non Defensive Defensive Litigation matters Nationwide.
- Verified executed responses discovery matters related Request for Production, Request for Admissions, Motion to Compels and Interrogatories directed Wells Fargo Bank, NA by borrowers opposing counsel.
- Communicated with outside and in-house counsel on legal matters regarding prompt execution of legal discovery.
- Analyzed and research mortgage default loans.
- Discussed case strategy with attorneys.
- Foreclosure Paralegal II Read and interpreted legal documents (Summons, Complaints, Lis Pendens and Affidavits).
- Signed OCA affidavits to foreclose on homes by swearing the information is accurate and true to my knowledge.

2008 - 2012

FORECLOSURE PARALEGAL II - DELTA CORPORATION

- Corresponded with clients requests on the status and progress of their individual cases via email and telephone.
- Drafted Motions, Affidavits, Defaults, Orders and all other documents necessary to complete the foreclosure package to be filed within the court .
- Notarized all affidavits drafted and reviewed by attorney to be sent out to the court for filing on a daily basis.
- Prepare and review affidavits, statement of reviews, and referee oaths, review of executed documents, maintain all aspects of office work.
- Review files Draft affidavits Update client systems for our major client Owen loan servicing.
- Assisted in organisation, 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.

EDUCATION

Certificate in Paralegal - (Frederick Community College)

SKILLS

Citrix, Landtech, Ramquest, Closing Link, Cactis, Perfect Practice, Pacer, Case-in-Point, CaseWare, Vendorscape, Windows, Microsoft Word, Excel, Publisher, Outlook, Lotus Notes, Type 55wpm, Dictaphone.