

ROBERT SMITH

Sr.Foreclosure Paralegal

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

use extensive background Administrative Support Customer Relations will contribute efficient operation premier business market. Seeking career opportunity, which contributes company's success personal career goals.

CORE COMPETENCIES

Customer Service, Management, Paralegal.

PROFESSIONAL EXPERIENCE

Sr.Foreclosure Paralegal

McCurdy & Candler - September 2006 – 2020

Key Deliverables:

- Foreclosure Processor Helped prepare foreclosure packages for sending borrower Sent additional notices other borrowers found title.
- Sent subordinate lien letters notifying foreclosure sale when discovered title report.
- Monitored files clients systems, updated first pub dates, prepared deeds and uploaded to clients systems.
- Prepared Fair Debt letters Prepared bids for foreclosure sales which occur first Tuesday of each month Foreclosure Assignment Title Review-check for chain assignments, determine gap /or corrective assignment needed.
- Verified borrowers names Security Deed Check breaks chain of title Draft needed assignment Upload needed assignment correct client system Update Caseaware for Title Review notes Receiving executed assignments double check information correct, signatures, witness, Notary Seal, date.
- Requested checks for executed assignments sent for recording Print out Fed Ex Labels Throughout day check Client Systems for intercoms workload revisions, uploads.
- Title Review (Detailed) Review and abstract title examinations and loan closing files for pre foreclosure and REO title exams.

Sr.Foreclosure Paralegal

Delta Corporation - 2004 – 2006

Key Deliverables:

- Included review of foreclosure files in order to prepare Foreclosure documents to be submitted to Court.
- Drafted and provided title assignments for both Kansas and Missouri foreclosure and bankruptcy mortgages.
- Communicated with clients regarding title assignment information and approval.
- Updated client websites in order to keep assignment processes moving forward.
- Skills Used Time management, strong written and oral communication, strong ability to multitask, strong attention to detail.

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- Order of publication Draft Order of publications Put Exhibits together with the order of publication make sure everything is redacted before sending .
- Review files Draft affidavits Update client systems for our major client (Owen loan servicing) Communicate daily with Clients with updates and file .

EDUCATION

- Accounting - (St. Petersburg, Florida- Title Agent - Saint Petersburg, FL)