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270 SW Panther Trace Port Saint Lucie, FL 34953 (772) 344-7246 (772) 485-3988

Murnane.kelly@gmail.com

Professional Summary

Dynamic professional with 12+ years experience in both the Legal and Government fields with the proven ability to handle multiple projects from inception to completion. Ability to provide superior customer service in a variety of settings.

- Dictaphone
- Microsoft Word
- Docufind
- Multimate
- Soft Solutions
- Legal Research
- Electronic Document Management
- Meeting Minutes

Summary of Skills

Rental Assistant

- Communication with Tenants regarding their unit.
- Checking each unit that is rented to a tenant to ensure it is cleaned and organized.
- Inventories of all Units on Indian River Plantation Island that are on rental program.
- Answering telephone, returning calls, following up with emails, entering data in Real Time Rental
- Customer Service

Government Administration/Support

- Swearing in of Law Enforcement Officers.
- Taking minutes via dictation of City Council Meetings and other board meetings.
- Scanning all personal files for Human Resources, filing the documents, and filming them for accuracy.
- Filing liens on vacant properties and their corresponding homeowners.
- Interaction with the public to provide information related to the City of Port St. Lucie.
- General office duties in addition to accounts payable, accounts receivable.
- Responsible for indexing all videos regarding Channel 20, the location television station with regards to Port St. Lucie.

Legal Support, Foreclosure, Commercial Litigation

- Responsible for over 300 files from beginning to end such as, preparing Summons, Complaints and Amendment(s), serving same on Defendants by using the Sheriff of the County of which the property was located.
- Preparing 14 day letters and sending same to Defendants, and preparing the Final Judgment packages and sending same to Court for filing.
- Client contact via telephone, or email system. Compile and maintained an accurate diary to follow up on matter
- In charge of opening the file in our system, contacting the client for documentation, looking over the Note, Mortgage and other significant documentation needed in order to begin the foreclosure process.
- Preparing and editing title claim letters, dictation of Bankruptcy motions, orders, plan letters and following up with Court.
- Compile and maintain calendar for attorneys for Court appearances.
- Utilization of in house law library for legal research assignments, monthly invoices; compile and maintain over hundreds of litigation case file.

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- *Computerize attorney time to be billed to the client; taking accurate and clear telephone messages; schedule conference calls between clients and attorneys.*

Education

MORRIS HILLS REGIONAL HIGH SCHOOL Rockaway, New Jersey 07866 Diploma 1989

MORRIS COUNTY COLLEGE Randolph, New Jersey 07869 1989-1991 Business Major

Employment History

Century 21 IRP 2016	P/T Rental Assistant	November 2013 – May
City of Port St. Lucie Clerks Office	Deputy City Clerk	June 2003 to July 2007
City of Port St. Lucie Community Relations 2003	Administrative Assistant	January 2003 to June
Tendercare Cleaning 2002	Housekeeper	May 2002 – December
Touch of Class Cleaning Service	Commercial Cleaning	February 2001-May 2002
Fein, Such, Kahn and Shepard	Foreclosure Paralegal	January 1998 to May 2000
Riker, Danzig, Scheer, Hyland and Perretti December 1997	Legal Secretary	January 1994 to



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Port St. Lucie, FL 34953
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Home Phone: (772) 344-7246
Email: murnane.kelly@gmail.com

Dear Sir/Madam,

I am a quick learner and give my best. I have had many accomplishments in my previous positions I am outgoing, have a great personality and most of all a true people person.

I thank you for reviewing my attached resume. If, in the meantime, you would like to contact me, please contact me at the numbers above.

Sincerely,

Kelly A. Murnane

