

MELISSA A. CRAWFORD

**39 Highcrest Drive
Rocky Hill, CT 06067
Phone (860) 759-3022
melkevcrawford@aol.com**

OBJECTIVE

To secure a challenging position in the legal field that utilizes my knowledge and experience while providing opportunities for advancement.

WORK EXPERIENCE

Boscarino, Grasso & Twachtman, LLP, Glastonbury, CT December, 2004 to Present
Paralegal

- Commercial and Residential Real Estate Closings including Planning and Zoning Approvals and Appeals; Full knowledge of Condominium Association documents and preparation
- Chapter 7 Bankruptcy filings
- Managing 53 Adversary Proceeding files from Complaint to Settlement, including but limited to Amended Pretrial Orders, Motions to Compromise, Status updates to Trustee and Attorney

Krasow, Garlick & Hadley, LLC, Hartford, CT March, 2004 to December, 2004
Paralegal

- File maintenance/management, draft and finalize legal documents
- Residential and Commercial closings
- Contract review and organization

LeFoll & LeFoll, Real Estate Paralegal July, 2003 to March, 2004

- Residential Closing
- HUD-1 and Title policy preparation utilizing CATIC and Lawyer's title software
- Communicate with clients, real estate agents, attorneys and banks to ensure expedited closings

EDUCATION

5/2002 Completed University of Connecticut's Paralegal program which included legal research, memorandum and complaint preparation

SKILLS AND STRENGTHS

Complete and full knowledge of Excel, Word, Microsoft Office, CATIC Title Programs, Title Searches and Property Descriptions

References Available Upon Request