**LISA M. MEZZIO**

461 Spring St., Unit 10E 203-723-1166

Naugatuck, CT 06770 [lisamezzio@sbcglobal.net](mailto:MezzioL@aol.com)

**SUMMARY**

Dependable and highly organized Paralegal/Legal Assistant with the demonstrated ability to work well independently. A team player who takes ownership of every assigned initiative, leading it through to timely completion. Demonstrates ability to operate in a fast paced environment. Articulate, accurate, and determined in accomplishing objectives and meeting deadlines. Looking to use my qualifications to expand my experience as a Paralegal or an equivalent position.

**EDUCATION**

**POST UNIVERSITY,** Waterbury, CT 2004 - Current

**B.S. Degree in Legal Studies** expected in June 2012

**NAUGATUCK VALLEY COMMUNITY COLLEGE,**Waterbury, CT

**A.S. Degree in Legal Assistant** - May 2003 (GPA 3.5)

**Honors:** Dean’s List-2002 to Present, Alpha Beta Gamma Honor Society

Phi Theta Kappa Honor Society, National Deans List-2003

**PARALEGAL EXPERIENCE**

**STATE OF CONNECTICUT- DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES,** Hartford, CT

**Paralegal** (*Contract Position through Target Temps*) 11/2011-03/2012

Working closely with the Attorney to handle Interrogatories and Discovery Production for the Attorney General’s office and general paralegal duties including but not limited to Litigation Hold Notices.

* Working on Litigation Hold Notices regarding files for the State of Connecticut
* Answered Emails and any correspondence with other State employees to follow up to receive documentation needed for production
* Prepared large amounts of documentation requested by the Attorney General’s office and Assistant Attorney General’s office
* Prepared Interrogatories and Request for Production documentation and answers regarding a case

**BENDETT & MCHUGH,** Farmington, CT

**Foreclosure Paralegal** 10/2009-7/2010

Responsible for handling a large volume of Foreclosure Files, assisting Legal Council, monitoring foreclosure files and creating Complaints and other documents to proceed with the Foreclosures.

* Requesting documents to prepare files for court including payoff figures, reinstatement figures, Notes, Mortgages, Assignment of Mortgages, Demand letters and any other documents needed to proceed.
* Updating websites that include Lenstar, NewTrac, Ocwen, LPS, Clarifire, Vendorscape and Swiftsend .
* Managing the files through websites and keeping clients updated to the progress of their files.
* Reviewing Mortgages, Notes, and Proper Service to complete the Complaint to be filed.
* Filing Complaints, preparing assignments and sending them to be recorded.
* Handling communication with clients and borrowers through email and phone.
* Managing timelines for HUD and VA files to be completed within the timeframe allowed.

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**HUNTLEIBERT,** Hartford, CT 9/2007-1/2009

**Foreclosure Paralegal**

Responsible for handling a large volume of Foreclosure Files, assisting Legal Council, E-filing Defaults, monitoring foreclosure files and their progress on CATER, websites and programs that include BluTrac, Lenstar, NewTrac, Ocwen, LPS, Vendorscape and Swiftsend that enabled updates to our clients.

* Reviewed and prepared AOM’s and AOD’s to prepare files for judgment.
* E-filed pleadings and reviewed CATER for files.
* Managed files through websites and kept clients updated to the progress of their files.
* Reviewed Mortgages, Notes, Complaints and Proper Service to ensure accuracy to bring file to judgment.
* Prepared Pleadings for appearing and non-appearing parties, Motion to Corrects, Motion to Substitutes and Judgment Motions for files.
* Handled communication with clients and borrowers through email and phone.
* Managed a large case load of clients and kept up with deadlines by working with my team and other teams.

**IROQUOIS GAS TRANSMISSION SYSTEM,** Shelton, CT7/2005 – 5/2006

**Legal Assistant** *(position eliminated due to company wide downsizing)*

Reporting to the General Counsel, responsible for assisting Senior Attorney and Legal Staff with discovery, developing and maintaining the legal library, document control, and reviewing newly issued orders for regulatory compliance.

* Prepared filings for FERC.
* Reviewed Federal Registers for NOPRs, Final Rules and Notices.
* Managed and coordinated all tariff filings with FERC.
* Updated and managed the database to regulate filings.
* Assisted counsel with contract review and updated database.
* Followed and monitored Regulatory Matters and Filings.

**FITZMAURICE & AMBROZAITIS**Waterbury, CT5/2004 – 4/2005

**Paralegal**

* Prepared documents for Purchase, Sale and Refinancing of real estate property.
* Drafted Wills and confidential legal documents. Coordinated probate matters.
* Filed court documents and maintained files for personal injury and probate cases.
* Organized work product and files for Family Law cases.

**CARTER MARIO INJURY LAWYERS,**Waterbury, CT9/2003 - 4/2004

**Front Office Manager/Paralegal**

Diverse responsibilities in this busy legal practice included coordinating case reviews; assisting with case management; extensive communication with clients, insurance company representatives, and other law firms to resolve issues.

* Answered phones, greeted clients and drafted letters and legal documents.
* Sent out releases and prepared settlement statements.
* Updated liability and medical reports for personal injury and workers comp. files.
* Coordinated documents for clients filing for social security benefits.
* Managed office supply inventory and used Needles 4.04, GroupWise and Meeting Maker.

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**3-month Internship with PORZIO AND DIAMOND LLC*,*** Waterbury, CT2003

**Paralegal**

Performed administrative duties and full paralegal support for two attorneys in general practice.

**OTHER EXPERIENCE**

**CAVANAUGH & COMPANY**Middletown, CT2004

**Notary Signing Agent/Independent**

Worked evenings and weekends preparing, coordinating, and notarizing Real Estate Documents. Took oaths for closings.

**WEBSTER BANK,** Naugatuck, CT 1997 - 2003

**Teller**

Performed a variety of customer focused business and consumer banking transactions. Opened personal and commercial accounts and sold bank products.

* Ensured secure transactions by verifying dates, name of the bank, the identity of the customer, and the legality of the document.
* Consistently maintained accurate amounts of cash, balanced out cash drawer and bank vault at end of each day.
* ATM Custodian.

**AFFILIATIONS**

Connecticut Association of Paralegals

Notary Public since 1997