**Tiffanie L. Buckingham**

**13 Quaker Lane**

**Enfield, CT 06082**

**(860)-508-8923**

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**SKILLS/QUALIFICATIONS**

* Dedicated professional with exceptional knowledge in Real Estate Law, Family Law, Ethics, Litigation, Administrative Law and Legal Research.
* Experienced in Sales, Marketing, Training and Customer Service.
* Goal oriented and results driven individual with outstanding interpersonal and communication skills; Strong ability to lead by example; Dedicated, high-level performer.
* Proficient in Microsoft Word, Excel, and PowerPoint.

**EXPERIENCE**

**Bendett and McHugh, P.C., Farmington, CT**

**Foreclosure Paralegal (2009­–Present)**

* E-file various documentation via CT Judicial website, as well as providing appearing parties with required documentation and sending release of lispendens to town clerk(s).
* Responsible for reviewing reinstatement figures and providing an accurate reinstatement letter to borrower(s) at scheduled mediation hearings.
* Provided clients with borrower(s) financial packets so they may be reviewed for various home retention options.
* Verifying military status prior to sale or vesting date, as well as bankruptcy and cater prior to sale date via appropriate websites.
* Drafting Quit Claim Deed(s) after title has vested.

**Hunt Leibert & Jacobson, P.C., Hartford, CT**

**Supervising Foreclosure Paralegal (2006-2009)**

* Corresponded with clients, via e-mail and via various websites (Newtrak, Lenstar, Vendorscape, Clairfire) in reference to a broad range of information, including pay-off figures and what entity to bring the foreclosure action in the name of.
* Dealt directly with the beginning stages of the foreclosure action and prepared new actions via in house case management system.
* Issued as well as reviewed state mandated EMAP (Emergency Mortgage Assistance Program) notice to borrower(s) as well as Fair Debt Notice to borrower(s).
* Managed a group of 3 paralegals and one administrative assistant.

**Aegis Lending CORP., East Hartford, CT   
Compliance Officer (2004–2006)**

* Worked with the Regional Vice President to create job responsibilities; Designed workflow for the position to meet company needs and standards.
* Assisted Regional Vice President by generating various reports to track loan originator production and files in

processing;

* Managed scheduling for potential candidates during the hiring process as well as maintained communication with management in regards to the new hire process.
* Maintained documentation of loan applications being denied as well as responsible for issuing denial notice.

**EDUCATION**

* **A.A.S. Paralegal Studies (**Manchester Community College / Asnuntuck Community College)