**Amanda L. Robertshaw**

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**SUMMARY** Experienced paralegal seeking to obtain a new position utilizing strong time management and task management skills

**EDUCATION** **University of Hartford**, West Hartford, CT

ABA approved Certificate of Paralegal Studies, awarded May 2010

Bachelor of Science, Magna Cum Laude, awarded January 2012

**Holyoke Community College**, Holyoke, MA

American Studies

Completed 43 credits which were transferred into present University

**EXPERIENCE** **Law Firm of Bendett & McHugh, P.C.** ▪ Farmington, CT ▪ July 2010 – Present

Paralegal; Judicial Foreclosure and Judgments

* Independently managed service of civil process for 200-275 active foreclosure files
* Promoted to Judgment Paralegal position
* Assist in the management of approximately 275-300 active judgment files
* Draft Affidavits of Lender for major banks and mortgage corporations
* Draft Motions for Summary Judgment and Judgment of Foreclosure
* Draft various other non-dispositive motions as necessary
* Maintain daily contact with assigned clients with an emphasis on timely and accurate response to client inquiries
* Run weekly status reports to ensure attention to all files

**Starbucks Coffee Company** ▪ Springfield, MA ▪ April 2006 – July 2010

Shift Supervisor

* Promoted to Shift Supervisor within 6 months of hire
* Was responsible for a staff of 4 - 8 employees on each shift in a high-volume retail environment
* Duties included cash handling, cash control, adhering to store safety guidelines, resolving customer complaints/queries, time management, task management and overseeing the application of legendary service to customers
* Consistently met daily deadlines

**September 2001 – April 2006**

Consistently held various retail store positions, enabling strong interpersonal skills

**OTHER**

**ACTIVITIES *ParaPhrase* (Central Connecticut Paralegal Association Newsletter), April 2010**

* Authored a front-page article titled “A Student’s Perspective”

**Home Foreclosure Clinics** ▪ June 2009 – May 2010

*Sponsored by the University of Hartford and the Connecticut Fair Housing Center*

* Assisted homeowners in representing themselves in the foreclosure process in collaboration with legal staff from local providers

**TECHNOLOGY**

**SKILLS** Extensive experience in ProLaw Enterprise, LexisNexis, Microsoft Outlook, Microsoft Word, Microsoft Excel and Internet research; familiar with Microsoft PowerPoint; certified in Westlaw