

Anthony Medinger

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Education

DePauw University (Greencastle, IN)

May 2001

Bachelor of Arts in Music

GPA 3.4/4.0

Professional Work Experience

Sawin & Shea, LLC (Indianapolis, IN)

August 2015 to September 2017

Paralegal

- Communicate with clients regarding deadlines, court dates, appointments, questions, etc.
- Prepare and file bankruptcy petitions and all appropriate motions
- Keep track of deadlines for document filing and preparation
- Contact court, trustee's office, and creditor attorneys to resolve issues

Foutty & Foutty (Indianapolis, IN)

March 2014 to August 2015

Sheriff Sale Paralegal

- Prepare foreclosure files for Sheriff Sale.
- File praecipe for Sheriff Sale with county clerk.
- Keep track of sale deadlines and make sure all files are prepared for sale date.
- Communicate with mortgage companies to make sure all files meet their requirements, and any special needs are met.

Walton Legal Service (Indianapolis, IN)

October 2004 to March 2014

Chapter 13 Legal Assistant

- Communicate with clients regarding deadlines, court dates, appointments, questions, etc.
- Prepare and file bankruptcy petitions and all appropriate motions
- Keep track of deadlines for document filing and preparation
- Contact court trustee's office and creditor attorneys to resolve issues
- Calculate client payments to bankruptcy court

Additional Skills

- Proficient in HTML, CSS, and JavaScript
- Proficient in Microsoft Office
- Proficient in Best Case bankruptcy software
- Adept at bankruptcy legal writing and terminology
- Notary Public