
Bankruptcy Paralegal Resume

Job Objective

To obtain a Bankruptcy Paralegal position in a company that will allow me to grow along with the company.

Highlights of Qualifications:

- Substantial experience of legal research, case management and document preparation for bankruptcy cases
 - In-depth knowledge of bankruptcy processing, title searches, and e-filing practices
 - Operational knowledge of Quick Books, Microsoft Office Suite, Google Docs, Westlaw, and LexisNexis
 - Familiarity with preparing court pleadings, affidavits, motions, correspondence and subpoena ?bility
 - to interact with clients, courts and attorneys through e-mail, letters and phone
 - Ability to work with and preserve confidentiality of sensitive data
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Professional Experience:

Bankruptcy Paralegal
Robert Half Legal, Poughkeepsie, NY
August 2012 – Present

Responsibilities:

- Responded to discovery requests and performed legal research.
 - Drafted and filed bankruptcy motions, orders, and pleadings in court.
 - Interpreted and evaluated all legal documents, judgments, and commercial bankruptcy petitions.
 - Advised and assisted attorney on various trials, settlements, and depositions.
 - Developed and maintained positive relationships with attorneys, court officials and clients.
 - Interpreted and followed Federal debt collection laws and other related regulations.
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Bankruptcy Paralegal
Bayview Loan Servicing, Poughkeepsie, NY
May 2009 – July 2012

Responsibilities:

- Assisted with legal research and developed appropriate legal briefs.
 - Received and reviewed all proof of claims and related information provided by clients.
 - Composed and filed bankruptcy documents, declarations and pleadings.
 - Scheduled bankruptcy case hearings in court and maintained court calendars.
 - Prepared and maintained paper-based and electronic files related to attorney and client.
 - Contacted and worked with attorneys, clients, lenders and court officials, as required.
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Education:

Bachelor's Degree in Paralegal Studies
El Camino College, Torrance, CA

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