
Foreclosure Paralegal Resume

Job Objective

Foreclosure Paralegal with excellent skills and the ability seeking to work for your company.

Highlights of Qualifications:

- Hands-on experience in foreclosure case research, management and document preparation
 - Immense knowledge of legal research, terminology and foreclosure process
 - Operational knowledge of using Vendorscape, Microsoft Office and internet
 - Familiarity with drafting legal summaries, discovery demands and responses
 - Ability to operate copiers, fax machines, and other office equipments
 - Ability to interact with all clients through automated client systems, email and phone
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Professional Experience:

Foreclosure Paralegal
RCO Legal, Montclair, NJ
August 2012 – Present

Responsibilities:

- Conducted legal research and performed data analysis and summarization activities.
 - Received and responded to court notifications and inquiries from clients and attorneys.
 - Composed, interpreted and reviewed foreclosure dockets, in a proper manner.
 - Drafted and filed pleadings, motions and notices related to foreclosure cases.
 - Determined and informed status of foreclosure files to clients, in a timely manner.
 - Liaised with Judicial Assistants, attorneys and opposing counsels and fixed dates for case hearings.
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Foreclosure Paralegal
Legal Search Solutions, Inc., Montclair, NJ
May 2009 – July 2012

Responsibilities:

- Performed legal investigation and prepared for judicial trials and hearings.
 - Drafted and provided foreclosure pleadings, motions, affidavits and notices.
 - Archived and maintained foreclosure-related legal documents electronically.
 - Fixed foreclosure sale date and informed all clients, appropriately.
 - Monitored and managed timely payment of legal, title search, and filing fees.
 - Developed and maintained positive relationships with attorneys and clients.
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Education:

Bachelor's Degree in Paralegal Studies
William Carey University, Hattiesburg, MS

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