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## Foreclosure Paralegal Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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

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### Responsibilities:

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- 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.

Foreclosure Paralegal  
Legal Search Solutions, Inc., Montclair, NJ  
May 2009 – July 2012

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### Responsibilities:

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- 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:

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

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