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Willow Bay Terrace
Casselberry, FL
(phone hidden) -- cell

**BACKGROUND:**
Born in Memphis, TN; married.
Hobbies: Hospice Volunteer, art, reading, writing

**EDUCATION:**
Ventura College, Ventura, California ( semester hours)
Florida Community College, Jacksonville, FL ( semester hours)
College of Canyons, Valencia, CA ( semester hours)
NALA CLE (Communications, Ethics, Legal Research, Judgment & Analytical Ability; legal terminology)
CERTIFIED PARALEGAL (CLA; NALA, January, )
ADVANCED CERTIFIED PARALEGAL (ACP; Contracts, Contract Management) July, )

**JOB-RELATED SKILLS:**
experience in commercial (complex) real estate transactions; title agent qualified; all areas of title including search, commitments, policies (lenders/owners) and endorsements; corporate, tax, estate planning, ability to take a deal from start to finish with little supervision; also experienced in Word, WordPerfect, Docs Open, CD Time Entry, Microsoft Outlook, Styles; typing- wpm; Computer scanning/faxing.

PROFESSIONAL
MEMBERSHIPS:
National Association of Legal Assistants (NALA) (since )
Former Paralegal Liaison Orange County Bar Association (Orlando, FL)
Former VP/President Elect Central Florida Paralegal Association

EXPERIENCE:
\*\*NOTE: I am now located in Casselberry (Orlando area) Florida in our permanent residence. I have taken a leave of absence to search for a position in this area.

Oct, – Present
(Firm Name Withheld) Legal Assistant
Drafting documents including Wills, Codicils, Deeds, Closing Statements, Title Policies, Leases, Amendments, etc.; responsible for maintaining huge volume of client files and interaction among clients, title personnel, other counsel, etc. to assure timely closings, filings, etc.

April, – Oct, – move to Olive Branch, MS (search for employment)

January, – March,
Ultimate Staffing, Altamonte Springs, FL (assigned to R-G Crown Bank; Casselberry, FL)
Paralegal
Sr. VP of RG Crown Bank hired me to ensure previously closed loan transactions met due diligence post closing issues and, when required, initiate documentation as needed to fulfill regulatory requirements for closed transactions
Worked directly for Sr. VP of Bank although pay scale arrangements were through Ultimate Staffing for month period prior to relocation to Olive Branch, MS
Reason for Leaving: Temporary assignment prior to move to MS

June, – December,
DeCubellis, Meeks & Uncapher, P.A.; Orlando, FL (merged with Carlton, Fields, PA on December , , Orlando)
Senior Paralegal
Prepare legal documents, including Affidavits, Agreements, Leases, Amendments to Leases, SNDA (for leases), Corporate Bylaws, Corporate Articles of Incorporation, Minutes, Waivers, Closing Statements, Financing Statements for National Filings, Construction Loan Agreements, Mortgages, Modifications, Assignments, and other documents for filing/recording at county and state level; gather and analyze research data, including statutes, decisions, codes and documentation, as required for transactions; report directly to shareholder with broad ranged responsibilities that encompass the timely and complex preparation of closing documentation from onset to final closing; liaison among attorneys, clients, lenders, law firms, title insurance companies, surveyors, etc.; ensure open lines of communication and satisfaction of deadlines through execution of dated correspondence, telephone conferences and individual meetings; maintained huge volume of files and multi-tasked daily; responsible for overseeing title audits each year and maintaining voluminous title policies for individual agencies
Reason for Leaving: Firm closure due to merge

January, – June,
Sobering, White & Luczak; Winter Park, Florida
Paralegal
Prepare legal documents, including Affidavits, Agreements, Corporate Bylaws, Corporate Articles of Incorporation, Minutes, Waivers, Closing Statements, Financing Statements for National Filings, Construction Loan Agreements, Mortgages, Modifications, Assignments, and other documents for filing/recording at county and state level; gather and analyze research data, including statutes, decisions, codes and documentation, as required for transactions; report directly to shareholder with broad ranged responsibilities that encompass the timely and complex preparation of closing documentation from onset to final closing; liaison among attorneys, clients, lenders, law firms, title insurance companies, surveyors, etc., ensure open lines of communication and satisfaction of deadlines through execution of dated correspondence, telephone conferences and individual meetings; maintained huge volume of files and multi-tasked on daily basis
Reason for Leaving: Job Growth Opportunity

– January,
Ventura County Counsel, County of Ventura, California
Paralegal III
Prepare legal documents, including guardian, probate, etc.; calendaring, docketing, liaison between caseworkers, attorneys and district attorney; enormous caseload management; ability to multi-task on a daily basis; ensure open lines of communications among caseworkers, court, and attorneys; prepare content-specific case files for attorneys, reflecting supporting forms, documentation, and photographs to use during presentation
Reason for Leaving: Divorce, relocation to Florida

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Realtor – Ventura, California (ReMax; Century )

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Dean, Mead, Egerton, Bloodworth, Capouano & Bozarth, P.A.
Orlando, FL
Legal Secretary (for Steve Bozarth) /promotion to word processor/promotion (for Bob Mead)to Paralegal (Bob Mead)
Secretarial position with advancement to Word Processor and then Paralegal; prepare legal documents, including Shareholder Agreements, Affidavits, Corporate Bylaws, Corporate Articles of Incorporation, Minutes, Waivers, etc. Maintained huge volume of minute books for corporate clients; report directly to shareholder with broad ranged responsibilities; ability to multi-task on a daily basis
Reason for Leaving: Husband’s transfer to California

**QUALIFICATIONS:**
With over years in the legal field (including + years of paralegal experience), I am a strong believer in professional development and education. I get along well with clients and am able to handle multiple projects on a timely basis. Additionally, I take great pride in my ability to interact with lenders, other counsel, title personnel, etc. I have achieved the highest honor to a paralegal; that is, obtaining my CLA (Certified Paralegal) and ACP (Advanced Certification: leases, Contracts, Contract Managements) credential.