

# REDACTED

Cell: 702-539-2850 • [admin@bestparalegalresumes](mailto:admin@bestparalegalresumes)

## LEGAL PROFESSIONAL

Solutions-focused, motivated Paralegal with a comprehensive background, focusing in the environmental, land use, zoning, and real estate industries. Ability to manage multiple simultaneous projects while working under pressure in fast-paced environments. Excels at interacting with broad populations including attorneys, management, senior executives, government officials, staff and clients. Highly versatile; quickly masters new roles, responsibilities, technologies and environments. Reputation for integrity, dedication, work ethic and analytical skills.

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### *Additional areas of expertise:*

Legal Research, Analysis & Writing • Strategic Planning • Organization  
Quality Control • Staff Training & Support • Database Management  
Relationship Building • Resource Management • Problem Solving

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## PROFESSIONAL EXPERIENCE

REDACTED (2008-Present)

### **Title Examiner**

Contribute research skills toward proficiently handling a diverse range of real estate matters, with an emphasis on title examination on property in MD, DC, and VA. Conduct comprehensive name and case searches to determine if there are any additional issues involving the property.

### *Selected Highlights:*

- Demonstrate strong analysis skills in effectively evaluating Dockets of Bankruptcy Cases from PACER and databases such as the Maryland Department of Assessment and Taxation & Judiciary Case Search websites.
- Promoted settlement negotiations by effectively requesting Letters of Indemnity on issues involving title searches.

REDACTED (2005-2008)

### **Paralegal**

Applied dynamic strategic planning, prioritization and case management skills toward supporting attorneys in researching land issues such as deeds, easements, and rights of way. Teamed with municipal officials to track documents in all stages and ensure accurate signing and recording. Planned and coordinated multiple projects to maximize efficiency and achieve critical timelines.

### *Selected Highlights:*

- Exhibited exceptional communication talents in liaising between lenders, title companies, property owners and abstractors to update attorneys and clients on various issues.
- Efficiently prepared title binders and policies, requested judgment reports, obtained Starter Policies from Chicago Title and resolved title issues, further illustrating exceptional multitasking abilities.

REDACTED (2004-2005)

### **Paralegal**

Relied upon to prepare various real estate documents, including deeds, deed for redemption of ground rent, documents for 1031 Exchange, Maryland Intake Sheets, and subordination agreements.

### *Selected Highlights:*

- Met with clients to evaluate goals, and utilized results to effectively support clients and ensure satisfaction with services.
- Demonstrated strong attention to detail in ordering title searches and lien certificates, researching land recorded documents and forwarding deeds for recording with the County Clerk's Office of various jurisdictions.

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REDACTED (2001-2004)

## **Paralegal**

Performed a broad range of legal support activities and administrative functions with an emphasis on assisting with the State Highway Administration (SHA) for property taken for road improvements. Drafted and submitted to SHA opinions of title and to clients real estate documents, including deeds, easements, and partial releases

- Actively supported attorneys by organizing workloads, conducting extensive research and obtaining necessary documents.

*Career Note:* Additional employment experience as an Independent Paralegal for various companies and attorneys on a contract basis.

## **EDUCATION, CERTIFICATION & LICENSE**

**BA Political Science; Paralegal Certificate** (ABA-approved) - Marist College, Poughkeepsie, NY

**Certified Land Title Professional (CLTP) Designation** - Maryland Land Title Association (MLTA)

**Licensed Resident Producer Individual (Title)** - Maryland

## **TECHNICAL SKILLS**

Microsoft Word, Internet, and Title Express

## **PROFESSIONAL MEMBERSHIPS**

*MLTA (2002-Present):*

Designed and/or taught Continuing Education courses  
Education Committee (2003-Present);  
Convention Committee (2006-Present);  
Newsletter Committee Chairperson (2005-2007)

*Maryland State Bar Association (Real Property, Zoning and Planning Section), 2007-2009*

*Maryland Association of Paralegals (2002-2006):*

Treasurer (2005-2006);  
Howard County Coordinator (2003-2004)