

*Detail oriented paralegal with excellent organizational skills who is eager to learn, willing to share experience and works well individually or as part of a team.*

## EXPERIENCE

### Keough & Moody, P.C.

Naperville, IL

#### Legal Assistant

2009 - Present

- Provide secretarial support to the firm attorneys whose primary practice is civil litigation in residential mortgage foreclosure proceedings and litigation related to condominium associations.
- Prepare Demand letters and forward same to Defendants.
- Schedule all judicial and sheriff sales in Cook, DuPage, Kendall, Kane, Lake, McHenry and Will Counties and prepare all pre and post judicial/sheriff sale documentation.
- Review and electronically file bankruptcy motions with the United States Bankruptcy Court, Northern District.
- Check bankruptcy filing status of mortgagee(s) using PACER.
- Obtain all tax exempt real estate transfer stamps from all municipalities requiring same, for recording Judicial Sale or Sheriff's Deed with the Cook County Recorder's Office.
- Prepare correspondence and legal documents such as affidavits, summonses, complaints, motions, subpoenas, and pleadings for review, approval, and use by attorneys.
- Prepare discovery documentation, such as Interrogatories and Requests for Production with supporting documentation to be sent to opposing counsel as dictated by attorneys.
- Prepare revisions and/or additions to condominium association governing documents, and prepare supporting documentation for the Board of Directors for use at the special meeting conducted to vote on the proposed amendment or revisions.
- Act as the liaison between condominium association's Board of Directors and their property management personnel in order to resolve conflicts or inquiries arising throughout the association.
- Diary client court dates and attorney appointments.
- Familiar with E-Filing pleadings in the state, federal and appellate courts and with filing requirements, procedures and fees.
- Design marketing materials outlining the firm's practice areas, attorney profiles and representation costs.
- Prepare Representation Proposals for potential new clients.
- Coordinate all marketing materials for presentation at attorney speaking engagements.

### Beck & Houlihan, P.C.

Wheaton, IL

#### Legal Assistant

2008 - 2009

- Provide secretarial support to the firm partner whose primary practice is criminal defense.
- Prepare correspondence and legal papers such as affidavits, summonses, complaints, motions, subpoenas, and pleadings for review, approval, and use by attorneys.
- Prepare discovery documentation, such as Interrogatories and Requests for Production to be sent to opposing counsel as dictated by attorneys.
- Schedule depositions and provide daily confirmation or rescheduling, as needed.
- Prepare, review and manage all real estate related documentation; manage and process information from mortgage providers; obtain information on real estate taxes; secure title commitments; order surveys; prepare Affidavit of Title; Warranty Deeds, Bill of Sale, Power of Attorney and prepare closing statements; schedule and manage client closings.
- Draft estate planning documentation such as Wills, Healthcare Power of Attorney, and Power of Attorney.
- Draft Chapter 7 and Chapter 13 Bankruptcy filing forms using the EZ Filing Software package.
- Diary client court dates and attorney appointments.
- Perform transcription using dictaphone.

**Acosta & Skawski, P.C.**

**Wheaton, IL**

**Legal Secretary**

**2005 - 2007**

- Provide secretarial support to insurance defense attorneys.
- Prepare discovery documentation, such as Interrogatories and Requests for Production to be sent to opposing counsel.
- Prepare Answers to Interrogatories, Responses to Production Requests, deposition summaries and abstracts as dictated by attorneys.
- Generate correspondence sent to claim representatives, clients and opposing counsel regarding depositions, subpoenas, court dates, arbitrations and trials, etc.
- Schedule depositions and provide daily confirmation or rescheduling, as needed.
- Request services of vendors, such as court reporters, videographers and interpreters.
- Schedule expert witnesses for testimony and secure fees from claim representatives.
- Prepare correspondence to claim representatives for payment of invoices associated with cases.
- Enter attorneys' billable hours in Timeslips and prepare monthly client invoices.
- Assist Office Manager in case management, file audits, accounting and supply maintenance functions.
- Diary client court dates and attorney appointments and open, close and maintain files and file records.

**Masuda, Funai, Eifert and Mitchell, Ltd.**

**Schaumburg, IL**

**Paralegal**

**2000-2004**

- Prepare petitions for nonimmigrant workers, immigrant petitions for alien workers and draft letters in support of petitions.
- Process visa revalidations and deliver correspondence to the Department of State or consular offices for processing.
- Prepare case materials for adjustment of status phases of files, including preparation of government forms.
- Correspond with Human Resource representatives of corporate clients to discuss and maintain the legal status of their current foreign workers.
- Maintain database of corporate client data to facilitate tracking of client status and petitions filed on the client's behalf.
- Accurately record billable time daily, in Timekeeper, to ensure proper billing of clients.

**Fawell & Associates**

**Wheaton, IL**

**Legal Secretary**

**1995-2000**

- Prepare legal documentation, such as affidavits, summonses, complaints, motions, subpoenas, briefs, pleadings, appeals, initial and amended articles of incorporation for review, approval and use by attorneys.
- Direct delivery of subpoenas to witnesses and parties to action.
- Answer telephones and assist callers.
- Diary attorney appointments, including court dates and client meetings.
- Prepare monthly client billing using Timeslips software.
- Perform transcription using dictaphone.
- Handle managerial tasks, including ordering office supplies, accounts payable and receivable tasks.

***EDUCATION***

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Richard J. Daley College (Chicago, IL)

Major: Business Administration; Associate of Arts degree in Business Administration, with honors

***ADDITIONAL SKILLS***

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Microsoft Word and Excel; E-Z Filing Bankruptcy Software; Corel WordPerfect; Abacus Law and Abacus Accounting; Timeslips Billing Software; Timekeeper Software; Various Email Clients.