



HENRY WALKER

Bankruptcy Clerk

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Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

A seasoned Bankruptcy Clerk with 7 years of experience in managing bankruptcy cases and legal documentation. I excel in ensuring compliance with court regulations, processing claims accurately, and providing exceptional support to legal teams. My commitment to operational excellence drives efficiency and enhances client satisfaction in a fast-paced legal environment.

WORK EXPERIENCE

Bankruptcy Clerk

May / 2020-Ongoing

WidgetWorks Inc.

Denver, CO

1. Managed comprehensive files related to court actions, ensuring timely updates and accuracy.
2. Filed and forwarded legal documents, including pleadings and orders, to the appropriate courts.
3. Conducted follow-ups to obtain necessary information for case processing.
4. Identified and corrected errors in documentation according to established protocols.
5. Collaborated with colleagues and management to enhance customer service and operational efficiency.
6. Demonstrated strong attention to detail in data entry and document management.
7. Initiated correspondence requiring knowledge of agency procedures and policies.

Bankruptcy Clerk

May / 2018-May / 2020

Silver Lake Enterprises

Seattle, WA

1. Assisted in processing bankruptcy claims and archiving client files for efficient record-keeping.
2. Supported the collection of high delinquency loans, preventing charge-offs.
3. Filed claims online with various states, ensuring compliance with local regulations.
4. Prepared and filed legal documents, handling correspondence with courts and attorneys.
5. Sent Reaffirmations and Proof of Claims to attorneys and U.S. courts accurately and timely.
6. Created legal packages for attorney review, ensuring completeness and accuracy.

EDUCATION

Associate of Applied Science in Paralegal Studies

May / 2016 - May / 2018

City College

Phoenix, AZ

Focused on legal principles, practices, and procedures, specializing in bankruptcy law.

SKILLS

Legal Documentation Management



Advanced Microsoft Office Skills



Client Communication



Court Procedures



Record Keeping



Confidentiality



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

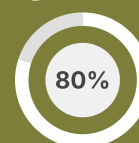
Stewardship

Teamwork

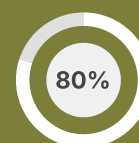
Tenacity

Vision

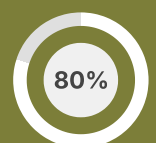
LANGUAGES



English



Dutch



Spanish

ACHIEVEMENTS

Streamlined the filing process, reducing document retrieval time by 30%.

Successfully processed over 1,000 bankruptcy claims with a 98% accuracy rate.