



# AMELIA MOORE

Lead Bankruptcy Paralegal

✉ support@qwikresume.com

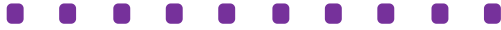
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

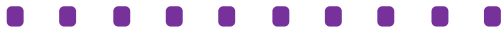
Legal Document Management



Trial Preparation



Deadline Management



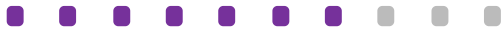
Financial Documentation



Bankruptcy Schedules



Credit Counseling



## INTERESTS

📖 Birdwatching 🏠 Traveling

🏋️ Sports Coaching 🧶 Knitting

## STRENGTHS

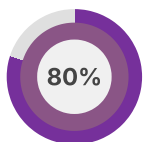
🔧 Pragmatism

🍃 Sensitivity

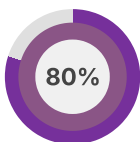
💖 Sincerity

⚓ Stability

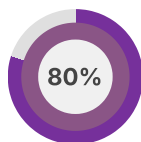
## LANGUAGES



English



Japanese



Russian

## ACHIEVEMENTS

★ Successfully managed over 100 bankruptcy cases, ensuring timely filing and adherence to legal protocols.

★ Developed a comprehensive case checklist that improved document preparation efficiency by 30%.

## PROFESSIONAL SUMMARY

As a seasoned Lead Bankruptcy Paralegal with 10 years of extensive experience, I excel in managing intricate bankruptcy cases and ensuring compliance with legal standards. My strengths include drafting meticulous legal documents, collaborating effectively with clients and attorneys, and streamlining case processes to enhance operational efficiency. I am dedicated to providing exceptional legal service and fostering positive client relationships.

## WORK EXPERIENCE

### Lead Bankruptcy Paralegal

📅 Apr / 2018-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Led a paralegal team representing creditors in complex chapter 7 and 11 bankruptcy cases.
2. Successfully defended clients against claims objections and stay violations, ensuring favorable outcomes.
3. Assisted clients with filing administrative claims and navigating complex bankruptcy-related issues.
4. Reviewed and filed claims for creditors in bankruptcy proceedings.
5. Conducted detailed analyses in preference actions, enhancing case strategy.
6. Prepared and revised critical legal pleadings, including discovery requests and settlement agreements.
7. Performed thorough reviews of bankruptcy proceedings to keep attorneys informed on case statuses.

### Bankruptcy Paralegal

📅 Apr / 2015-Apr / 2018

Summit Peak Industries

📍 Denver, CO

1. Managed client intakes for chapter 7, 11, and 13, ensuring all necessary documentation was collected.
2. Prepared clients for court appearances and effectively communicated hearing dates and requirements.
3. Developed a comprehensive bankruptcy checklist to ensure thorough case preparation.
4. Conducted legal research and prepared attorneys for 341 Meetings of Creditors and Confirmation Hearings.
5. Successfully navigated state and federal E-filing processes to streamline document submissions.
6. Coordinated with clients to resolve business matters during bankruptcy proceedings.

## EDUCATION

### Bachelor of Arts in Paralegal Studies

📅 Apr / 2012-Apr / 2015

University of California

📍 Phoenix, AZ

Comprehensive education focusing on legal principles, research, and documentation.