

# LIAM ANDERSON

## Foreclosure Paralegal

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### PROFESSIONAL SUMMARY

Dynamic Foreclosure Paralegal with two years of experience in managing foreclosure processes and documentation. Expertise in drafting legal pleadings, conducting thorough legal research, and ensuring compliance with state regulations. Driven to enhance client relations and improve case management efficiency through proactive communication and meticulous attention to detail.

### WORK EXPERIENCE

**Foreclosure Paralegal** Apr / 2024-Ongoing  
**Pineapple Enterprises** Santa Monica, CA

- Executed all pre-foreclosure processes, including bankruptcy screenings and title examinations.
- Conducted thorough research on Security and Warranty deeds from Georgia Superior Court.
- Assessed title examinations to determine the necessity of Assignment of Mortgage.
- Calculated loan payoffs and reinstatement figures accurately.
- Drafted and published Notice of Sale Advertisements in county legal organs.
- Updated fees and costs in case management software for efficiency.
- Responded to client inquiries regarding the foreclosure process via phone and email.

**Foreclosure Paralegal** Apr / 2023-Apr / 2024  
**Lakeside Apparel Co** Chicago, IL

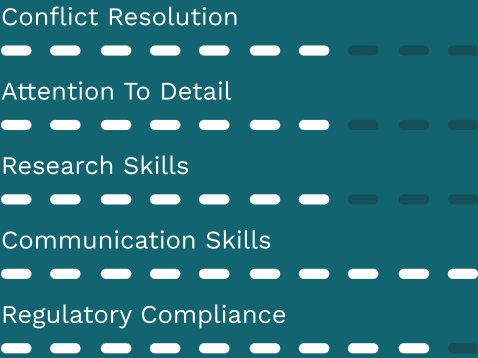
- Reviewed title searches and abstracts to initiate foreclosure actions effectively.
- Managed the receipt of client referral packages and prepared foreclosure complaints.
- Drafted legal pleadings from initial Complaint in Foreclosure to Final Judgment.
- Filed pleadings with the court, ensuring all documentation was accurate and timely.
- Maintained organized case files and prepared detailed reports for legal teams.

### EDUCATION

**Associate of Applied Science in Paralegal Studies** Apr / 2022 - Apr / 2023  
**Georgia State University** Santa Monica, CA

Focused on legal research, documentation, and compliance in the paralegal field.

### SKILLS



### INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- Streamlined pre-foreclosure processes, reducing processing time by 20%.
- Successfully managed over 100 foreclosure cases, ensuring timely compliance with legal requirements.