

MARY RAYNOR PAUL

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CAREER FOCUS

I am seeking a position in an area related to law where education, initiative and a desire to serve will be of value in helping others. I am an ambitious professional with a strong work ethic, a hands-on leader and a motivated and effective communicator who learns quickly.

QUALIFICATION SUMMARY

- Recent college graduate with career interest in psychology and human services.
- Strong communication, interaction, and relationship-building skills acquired through work experience and volunteer activities.
- Computer experience with Windows-based software (Word, Excel, Powerpoint). I am very confident in learning and using new technology and computer applications.
- Full knowledge and experience with programs such as: Salesforce, Lexis Nexis, Loansphere, Lenstar, Tempo, Vendorscape, Time Matters, Perfect Practice and Word Perfect. Also experience in filing civil court documents in PA, NJ, DE and NY.

EDUCATION

Kutztown University of Pennsylvania, Kutztown, PA

Bachelor of Science, May 2012

Major: Psychology Minor: Sociology

EXPERIENCE

Kutztown University Housing Services, Kutztown, PA *Community Assistant*, 2009 to 2012

- Coordinated and supervised events on campus for hundreds of students.
- Tasked with and depended upon for effective problem-solving and decision-making.
- Served as a mediator for student and roommate conflicts.

Stratmar Financial Retail, Philadelphia, PA *Sales Associate*, 2012 to 2013

- Help small and large commercial businesses save money on their electric bills.
- Door to door sales and cold calling.
- Taught business owners and employees how to read complicated bills and educated on how to save energy and money.

McCabe, Weisberg & Conway, P.C., Philadelphia, PA *Bankruptcy Legal Assistant* 2013 to 2015

- Gained excellent legal experience in a fast paced, professional environment.
- Filing of court documents in NY, PA, NJ & DE.
- Daily tasks such as answering phones, faxing paperwork, copying and scanning documents.
- Completed SCRA, PACER & PHFA searches.

Powers, Kirn & Associates, LLC, Trevese, PA *Foreclosure Legal Assistant* 2015 to present

- Preparation and filing of all complaints in mortgage foreclosure. Manage service department, draft and file Motions for Alternate Service, send certified and regular mail, reinstate complaints in mortgage foreclosure, request checks and prepare service request forms.
- Preparation and filing of all court documents in 67 PA counties.
- Prepare and send all 237.1 notices. Work with clients in all vendor websites. Respond to questions, upload all documents.

PROFESSIONAL REFERENCES

Karen Rieker, *Resident Director of the Kutztown University Housing* (717) 940-6514

Michael Forstyhe, *Stratmar Financial Retail Field Sales Manager* (267) 275-7635

Robert Wynne, *McCabe, Weisberg & Conway Bankruptcy Manager* (215) 790-1010