# Jeremiah Washington

Detroit MI | jwashington@xmail.com | 313-000-0000

## Summary

Skilled **paralegal** with extensive experience and training in medical/legal field. Excel at problem-solving and effective management of daily tasks. Proven track record of accurately completing and managing projects under tight deadlines.

## Key Experience

* Real estate
* Personal injury
* Chart summaries
* Medical assistant
* Medical DME
* Electronic discovery
* Legal research
* Workers’ comp
* Civil litigation
* Transcription
* Legal writing/ editing
* Client relations
* Internal communications
* Legal document preparation
* Document management

## Technical Skills

* AI
* Microsoft Office
* PC Law
* Westlaw

## Work Experience

### Paralegal, Family Law, Real Estate, Probate 01/2022 – Present

#### Smith Law Firm, Detroit, MI (Temporary assignment)

Plan and draft professional memos, letters, and legal documents to exacting standards. Proficient in chronological order of chart summaries. Maintain accurate client files, correspondence, and court date calendars. Schedule attorney-client conferences and update client files. Manage all incoming calls for attorneys in professional, courteous manner.

### Paralegal, Leasing 06/2021 – 12/2021

#### Carter Law Firm, Detroit, MI (Temporary assignment)

Managed and distributed leasing documents under tight deadlines. Recorded and processed accurate legal documents for court filings/legal pleadings. Created and maintained all commercial real estate lease contracts. Obtained background record research. Created tracking spreadsheet for A/R invoicing and collections that streamlined A/R process.

### Paralegal, Mortgage Foreclosure 11/2018 – 05/2021

#### Green Law Firm, Detroit, MI

Communicated regularly with real estate agents and clients on status of foreclosure five-week redemption process. Created and implemented spreadsheet to track real estate affidavits sent and received. Produced client invoices. Drafted legal foreclosure documents. Awarded employee achievement recognition for developing tracking system for abandonment affidavits.

### Medical/Legal Administrative Assistant 01/2015 – 10/2018

#### Green Law Firm, Detroit, MI (temporary contracts with various organizations)

* Regis Corporation: Drafted and edited commercial franchise contracts, estoppels/SNDA. Assisted clients with franchise process.
* Grant Law Firm: Wrote professional memos, letters, and legal documents. Managed chart summaries and maintained client files.
* Wayne County: Supervised and facilitated training on dictation system. Assisted with departmental programs for legal, medical, and community awareness.

### Paralegal Internship 07/2014 – 12/2014

#### Black & Associates, Detroit, MI

Conducted pre-sale process of files for mortgage foreclosures. Prepared affidavits, legal pleadings, summons and complaints. Reviewed legal documents for court filing, bankruptcy, and proceed invoices.

## Education & Professional Development

* Associate in applied science, Paralegal, Honors

Detroit School of Business, Detroit, MI

* Associate in applied science, Medical Assistant

Harrington College of Business, San Diego, CA

* Certificate in Insurance/Collection, Insurance Collection Specialist

Smith Associates, San Diego, CA