

Johanna L. Owens

Cedar Point, NC 38584
(910) XXX9100 | jlowens169@gmail.com
Citizenship: United States of America
Availability: Full-Time, Permanent; Part-Time; Remote; Hybrid
Active Federal Status: **Civilian**
U.S. Citizens; Students; Recent Graduates; Family of Overseas Employees
Desired Locations: Jacksonville, NC; Havelock, NC
Clearance: N/A

Technical Writer and Research Specialist, Legal Affairs

Dynamic strategist with over 30 years of experience, transitioning to technical writing with a recent university education in Journalism. Expert in managing and editing complex documents, with proficiency in Microsoft Office, Adobe Acrobat, and content management systems. Demonstrated ability in document creation, production management, and quality assurance, underpinned by a commitment to excellence in writing and editing. Adept at working with diverse teams to produce analytical and statistical reports, infographics, and data visualizations, aiming to leverage skills in a technical writing role within a scientific organization.

Analytical Thinking
Legal Document Management
Research Excellence

Technical Writing
MS Office Suite Proficiency
Adobe Acrobe DC Skills

High Attention to Detail
Compliance Specialist
Project Management

WORK EXPERIENCE

Bar-Certified Litigation Paralegal | Notary Signing Agent | NC Notary Public

Sept 2005- Present

CRYSTAL COAST NOTARY, LLC, Owner

Cedar Point, NC 28584

Operational Excellence and Compliance: As Owner and President of Crystal Coast Notary LLC since September 2019, I have orchestrated all facets of business operations, including negotiating client contracts, scheduling appointments, and overseeing comprehensive document management processes. My rigorous adherence to regulatory compliance, coupled with attention to detail in financial oversight, has ensured the seamless operation of the company, establishing a foundation for integrity and honesty among our client base, including national mortgage and title companies.

Legal Expertise in Document Management: Leveraging my extensive background as an NC Bar-Certified Paralegal, I provide unparalleled support in real estate transactions. My role involves attention to detail in managing legal documents for various loan closings—from purchases and sales to refinances, HELOC, and reverse mortgages—catering to diverse borrower needs. This work has significantly enhanced the company's capability to handle high-stakes transactions with precision and professionalism.

Innovative Notarization Solutions: Recognizing the market's evolving needs, I spearheaded the integration of Remote Online Notarization (RON) services are included in our offerings. This initiative expanded our customer service reach and exemplified our commitment to digital collaboration for improved efficiency and compliance. Our successful implementation of RON platforms has positioned Crystal Coast Notary LLC as a forerunner in modern notary services, marking a notable advancement in the industry.

Strategic Business Growth: My strategic planning and evaluation for Crystal Coast Notary LLC have been instrumental in navigating the competitive landscape of notary and loan closing services. I have driven substantial business growth by partnering with stakeholders and capitalizing on unique market opportunities. This growth includes diversifying our service offerings and adopting cutting-edge technologies that have set new industry standards, underscoring my role in project management and steering the company towards a trajectory of sustained success and innovation.

Financial Management and Resource Allocation: An essential aspect of my leadership at Crystal Coast Notary LLC involves attention to detail in financial planning and resource allocation. I have ensured operational efficiency and business sustainability through judicious management of the company's finances. This strategy includes optimizing expenses, generating revenue through strategic service pricing, and investing in technologies that enhance service delivery. My efforts have substantially increased the company's profitability and financial health, enabling reinvestment in growth initiatives.

WORK EXPERIENCE (Cont.)

Paralegal

Jan 2014 - Aug 2017

TANTUM LAW

Cedar Point, NC 28584

Versatile Paralegal Expertise and Legal Document Excellence: My role involved crafting technical legal briefs and managing diverse legal documents. These skills are invaluable in reviewing and modifying ORD regulatory policies and guidelines. My attention to detail and compliance with legal standards ensure the high quality and precision required for federal policy management.

Efficient Case Management and Legal Research and Strategy: My ability to optimize case documentation and conduct strategic legal research has equipped me with the analytical reasoning skills necessary for examining and ensuring the alignment of current research policies with federal standards.

Associate Attorney/Law Clerk

Sept 1991 - present

Lincoln, Gustafson & Cercos (LG&C)

San Diego, CA 92101

Research and Analysis: As an Associate Attorney at [Name of Insurance Defense Litigation Firm], I specialized in construction defect litigation, contributing significantly to landmark legal cases in California. My analytical and research contributions were pivotal in the Standard Pacific of San Diego v. A.A. Baxter Corp., 176 Cal.App.3d 577 (1986), where my efforts helped establish crucial precedents in construction defect liabilities. In Aas v. Superior Court/William Lyon Comp., 24 Cal.4th 627, I played a key role in shaping legal standards for construction defects, impacting subsequent legislation.

Leadership and Supervisory Role: In addition to my legal casework, I continue to serve in a supervisory capacity, overseeing paralegal and associate trial teams. This leadership role enhances my ability to manage complex legal challenges, mentor junior legal staff, and ensure high standards of legal practice, aligning closely with the responsibilities required for effectively managing regulatory policies and guidelines in a federal setting.

EDUCATION

Liberty University, Lynchburg, VA, USA

Expected Dec 2024

Bachelor of Science, Journalism: English and Writing

GPA: 4.0 of 4.0 | Magna Cum Laude | Credits Earned: 122

Carteret Community College, Morehead City, NC, USA

May 2017

Bachelor of Science, Paralegal Technology

GPA: 4.0 | Magna Cum Laude | Credits Earned: 69

University of San Diego, San Diego, CA, USA

May 1995

Juris Doctor

Magna Cum Laude | Credits Earned: 83

San Diego State University, San Diego, CA, USA

May 1992

Bachelor of Arts: English and Comparative Literature

Bachelor of Arts: Political Science

GPA: 3.9 | Magna Cum Laude | Credits Earned: 150

CERTIFICATIONS AND PROFESSIONAL TRAINING

- Certified Project Manager | March 2024
- Canva and Confluence 2023
- Adobe Acrobat Certification 2023
- Certified National Notary Signing Agent | May 2019
- NC Paralegal Certification (American Bar Assn) | 2017
- Certified Microsoft Office Specialist | 2016
- Certified Notary Public/Electronic Notary | May 2013

MEMBERSHIPS

- State Bar of California
- State Bar of North Carolina
- San Diego County Bar Association
- San Diego Defense Lawyers
- Association of Southern California Defense Counsel
- North Carolina Bar Association
- Society for Technical Communication

COMMUNITY SERVICE

- Cape Carteret Baptist Church Missions
- Hope for Two, Pregnant with Cancer Network | 2001 - present
- NC Pro Bono Resource Center | March 2013 - present
- Leukemia and Lymphoma Society | 2001 - present (keynote speaker 2008)