

Professional Summary

Accomplished litigation paralegal with over 30 years of legal experience and a successful loan closing services entrepreneur. Currently expanding into remote technical writing and proofreading roles through an updated university education. Known for meticulous editing and research skills, original content writing, and a proven track record of managing high-stakes legal and financial documents.

Core Competencies

- Microsoft Suite (Track Changes/Advanced Editing)
 - Adobe Suite
 - Bluebook Citation Standards
 - Legal Proofreading
 - Best Authority (TOA)
 - Legal Research Tools (LexisNexis, Westlaw)
 - Exceptional Grammar
 - Zoom, Slack, Teams
 - Commitment to Confidentiality
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Work Experience

Owner, President - NC Notary Public; Certified National Signing Agent
Crystal Coast Notary, LLC | Swansboro, NC | Sept 2019 – Present

- Manage all business operations, including client contracts, appointment scheduling, document management, research, compliance adherence, and financial oversight.
- Conduct and travel to diverse loan closings, including purchases, sales, refinances, HELOC, and reverse mortgages, effectively managing documents for all borrower types (VA, Conventional, HUD, FHA, USDA).
- Deliver Remote Online Notarization (RON) of notary and loan closing services via RON platforms, ensuring accuracy and efficiency in compliance with NC General Statute and Gramm-Leach-Bliley Act.

Owner, Principal - NC Bar-Certified Litigation Paralegal
Defense Legal Solutions | Swansboro, NC | Jan 2005 – Present

- Conduct comprehensive legal research and analysis to support case preparation and strategy development for a diverse clientele for NC civil, family, estate, and traffic cases.
 - Draft and review legal documents, including pleadings, motions, and briefs, ensuring accuracy and compliance with court requirements.
 - Manage case documentation and organize evidence for discovery, depositions, and trial proceedings, enhancing case efficiency and readiness for contract cases with area NC firms.
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Education

Bachelor of Science, Journalism: English and Writing
Summa cum laude

Liberty University | Lynchburg, VA
2022 – 2024

Associate of Science, Paralegal Studies
Summa cum laude

Carteret Community College | Morehead City, NC
2014 – 2017