

FLORITA ZACHARIE

Bankruptcy Paralegal

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(560) 292-5442

123 Main St, Fargo, ND 58103



PROFILE

Dedicated and detail-oriented Bankruptcy Paralegal with one year of experience providing exceptional support to attorneys in bankruptcy cases. Proficient in legal research, document drafting, and case management. Demonstrated ability to effectively communicate and collaborate with clients and court personnel. Committed to maintaining the highest level of professionalism and confidentiality.

LINKS

[linkedin.com/in/floritazacharie](https://www.linkedin.com/in/floritazacharie)

SKILLS

Document drafting

Case management

Client communication

Legal research

Bankruptcy software (e.g., Best Case)

Electronic filing (e.g., CM/ECF system)

Financial analysis

LANGUAGES

English

Spanish

HOBBIES

Genealogy research

EMPLOYMENT HISTORY

● Bankruptcy Paralegal at North Dakota Bankruptcy Services, ND

Feb 2023 - Present

- Successfully managed and processed over 500 Chapter 7 and Chapter 13 bankruptcy cases in a single year, resulting in a 95% discharge rate for clients at North Dakota Bankruptcy Services, ND.
- Conducted comprehensive financial analyses for over 1,000 clients, identifying an average of \$50,000 in dischargeable debt per client and increasing the firm's overall efficiency by 30%.
- Streamlined the document preparation process by implementing an advanced case management software, reducing the average time spent on each case by 20% while maintaining a 99% accuracy rate.

● Junior Bankruptcy Paralegal at Bankruptcy Paralegal ND, ND

Sep 2022 - Jan 2023

- Successfully managed and prepared over 150 bankruptcy cases for filing within one year, ensuring all documentation was accurate and in compliance with court requirements, resulting in a 98% approval rate.
- Streamlined the case management process by implementing a new organizational system, reducing time spent on administrative tasks by 25% and improving overall efficiency within the team.
- Conducted thorough research on complex bankruptcy laws and regulations, assisting attorneys in winning five high-profile cases and recovering over \$2 million in debt for clients.

EDUCATION

Associate of Applied Science in Paralegal Studies with a focus on Bankruptcy Law at North Dakota State College of Science, Wahpeton, ND

Sep 2018 - May 2022

Relevant Coursework: Bankruptcy Law, Civil Litigation, Legal Research and Writing, Contract Law, Ethics and Professional Responsibility, Real Estate Law, and Family Law.

CERTIFICATES

Certified Bankruptcy Assistant (CBA)

Mar 2022

National Association of Legal Assistants' Certified Paralegal (NALA CP) with a focus on bankruptcy law

Mar 2020