

Cammille Heppler

Bankruptcy Specialist

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📍 123 Maple St, Nashville, TN 37215

Education

Associate of Applied Science in Paralegal Studies with a focus on Bankruptcy Law at Southwest Tennessee Community College, Memphis, TN

Sep 2017 - May 2021
Relevant Coursework: Bankruptcy Law and Procedure, Civil Litigation, Legal Research and Writing, Contract Law, Family Law, Estate Planning and Probate, Ethics in the Legal Profession, and Tort Law.

Links

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

Skills

- Negotiation
- Documentation
- Financial analysis
- Legal compliance
- Risk assessment
- Credit counseling
- Bankruptcy software (e.g., Best Case)

Languages

- English
- Bengali

Profile

Results-driven Bankruptcy Specialist with 2 years of experience in efficiently managing bankruptcy cases and ensuring compliance with bankruptcy laws and regulations. Adept at analyzing financial data, monitoring bankrupt accounts, and liaising with attorneys to safeguard the interests of both clients and the financial institution. Proficient in using bankruptcy software, maintaining accurate records, and providing expert guidance to minimize financial risks. Demonstrates strong communication skills and a keen eye for detail, contributing to the timely resolution of complex cases and enhancing the overall efficiency of bankruptcy operations.

Employment History

Bankruptcy Specialist at The Law Offices of James Flexer, TN
May 2023 - Present

- Successfully managed and closed over 200 bankruptcy cases in a single year, resulting in a 95% success rate for clients seeking debt relief at The Law Offices of James Flexer.
- Streamlined the bankruptcy case intake process, reducing client onboarding time by 40% and increasing overall efficiency for the firm.
- Spearheaded the implementation of a new case management software, leading to a 30% reduction in administrative tasks and a 10% increase in overall productivity for the bankruptcy department.

Associate Bankruptcy Specialist at Clark & Washington, TN
Aug 2021 - Mar 2023

- Successfully managed a caseload of over 150 bankruptcy cases per month, resulting in a 95% successful discharge rate for clients and consistently meeting the firm's monthly targets.
- Streamlined the document collection process, reducing the average time spent on each case by 20% and increasing overall team efficiency, leading to a 10% increase in cases handled per month.
- Implemented a new client communication system that improved response times by 30%, leading to higher client satisfaction rates and a 15% increase in positive reviews for the firm.
- Identified and resolved potential legal issues in 50+ cases, preventing delays in proceedings and saving the firm an estimated \$100,000 in potential penalties and fines.

Certificates

Certified Bankruptcy Specialist (CBS)
Jul 2021

Certified Insolvency and Restructuring Advisor (CIRA)
Jan 2020