

Karmyn Faris

Foreclosure Paralegal

Profile

Dedicated Foreclosure Paralegal with 1 year of experience in efficiently managing foreclosure cases, conducting legal research, and preparing relevant documents. Proficient in navigating complex legal processes, maintaining client relationships, and meeting strict deadlines. Demonstrates strong work ethic and commitment to providing exceptional legal support in fast-paced environments.

Employment History

Foreclosure Paralegal at Nevada Legal Services, NV

Mar 2023 - Present

- Successfully managed a caseload of over 200 foreclosure cases, resulting in a 90% successful resolution rate for clients facing foreclosure.
- Conducted comprehensive legal research and analysis, leading to the identification of critical issues in 75% of cases, which significantly contributed to the successful defense of clients' homes.
- Assisted in the negotiation of over 50 loan modifications for clients, resulting in an average monthly mortgage payment reduction of \$500 and enabling clients to retain their homes.
- Developed and presented foreclosure prevention workshops to over 1,000 community members, increasing awareness of available resources and contributing to a 20% reduction in foreclosure filings within the serviced area.

Junior Foreclosure Paralegal at Hutchison & Steffen, LLC, NV

Aug 2022 - Feb 2023

- Successfully managed a caseload of over 150 foreclosure cases, ensuring timely processing and resolution for clients, resulting in a 95% success rate in securing property rights for Hutchison & Steffen, LLC.
- Streamlined the foreclosure process by implementing new organizational techniques and software tools, reducing case processing time by 20% and increasing overall team efficiency.
- Assisted in the recovery of over \$10 million in defaulted loans for clients through diligent research, negotiation, and the successful completion of foreclosure proceedings.

Education

Associate of Applied Science in Paralegal Studies at College of Southern Nevada, Las Vegas, NV

Sep 2018 - May 2022

Relevant Coursework: Legal Research and Writing, Civil Litigation, Criminal Law and Procedure, Family Law, Ethics and Professional Responsibility, Contracts, Wills and Probate, Real Estate Law, and Computer Applications for Paralegals.

Certificates

Details

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Links

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

Skills

Document drafting

Title examination

Litigation support

Case management software (e.g., AbacusLaw)

Electronic filing systems (e.g., PACER)

Legal research databases (e.g., LexisNexis)

Client communication

Languages

English

Portuguese

Hobbies

Genealogy research

Photography

Pottery making