

Melanie Sousa
95 Lamoille Avenue
Haverhill, MA 01835
melanie.sousa@comcast.net
www.linkedin.com/pub/melanie-sousa/63/391/26a
978-374-5685

SUMMARY

A paralegal with experience in residential real estate. Known for being a detail orientated self-starter with strong written and verbal communication skills. Highly skilled at performing all tasks relating to a real estate closing transaction, including the preparation of HUD Settlement Statements, closing documents, title commitments and title policies.

PROFESSIONAL SKILLS

Microsoft Word	Microsoft Excel	Standard Conveyancer	Marketing
Microsoft Outlook	Legal Research	ABC Software	Scheduling
Microsoft Office	Quicken	Customer Service	Accounting

SELECTED ACCOMPLISHMENTS

- Resolved a problem with a client who was unhappy with the seller of a home he was purchasing. Was able to strategize with the client and work out a favorable solution. The result was praise from the client and the attorney.
- Established a time saving procedure during the closing process by sending out client letters ahead of time requesting information for residential real estate transactions. Result: being prepared and not having to scramble for data needed for closing.
- Reviewed Settlement Statements with clients prior to closing. Result: all client questions answered ahead of time and less time for the attorney to explain at closing.
- Increased revenue to the firm by working with prospective new lenders to add the firm to its list of closing attorneys.
- Scheduled closings and coordinated details with all parties involved in the transaction.
- Coordinated with lenders prior to closing to prepare Settlement Statements and closing packages for closing in a timely manner. Result: closings done on time with few errors.
- Researched titles to properties prior to closing to review and correct any outstanding issues. Result: less post closing issues for the firm.

PROFESSIONAL EXPERIENCE

Paralegal-Real Estate

Law Office of Marian P. Abraham, PC, Boston, MA

2010-2013

Paralegal-Real Estate

Law Office of Lynn M. Deitzer, PC, Boston, MA

2000-2008

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EDUCATION

Associates Degree in Paralegal Studies

North Shore Community College, Beverly, MA

PROFESSIONAL DEVELOPMENT

Commission-Notary Public, Commonwealth of Massachusetts

Member-The Paralegal Group on Linked In