

**Christie B. Ward**  
**(512) 913-0992**  
**Cward0531@gmail.com**

### **Career Objective**

To secure a position as a paralegal in a law firm.

### **Education**

August 2011-December 2011: University of Texas, Austin, Texas

Paralegal Certificate Program

Coursework: Introduction to Law, Civil Procedures, Legal Research and Writing, Tort Law, Contract Law

### **Experience**

June 2009-Present: Post Closing, Ameripro Funding, Austin, Texas

- Reviewed loan documentation for loan accuracy and proper completion; follow up on outstanding documentation with title companies and investors.
- Prepare case binders for submission to agencies upon request in accordance with agency instructions and procedures.
- Maintain accurate calendar for submission of documents to investor and binder to agencies; monitor due dates and adhere to deadlines.
- Entry of data with agency instruction and procedures and within the time period required.
- Comply with bank policies and procedures, regulatory requirements and investor guidelines.
- Reviewing investor websites to determine if further documentation or if further follow up is required.

December 2007-May 2009: Raymond James Financial, New Account Liaison, Clearwater, Florida

- Reviewed new account documentation for accuracy and proper completion, follow up with financial advisors for outstanding documentation.
- Entry of new account data to create new accounts.
- Act as a liaison between the branches and operation in all aspects of asset management services
- Create sheets to submit for the liquidation of securities and reinvest proceeds into a fixed platform of securities.

### **Skills**

Microsoft Word, PowerPoint, Excel, Outlook, Westlaw, Lexis

### **References**

Jaime Gannett, Freedom New Accounts Manager, Raymond James Financial 727-567-1000

David Lawrence, Attorney, Akin Gump Strauss Hauer & Feld LLP, 512-499-6207