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## EDUCATION

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### B.A. IN PHILOSOPHY AND LITERARY ARTS

*Brown University**Providence, RI**Aug '07 - May '11*

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## WORK EXPERIENCE

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### REAL ESTATE LEGAL ASSISTANT (REMOTE)

*Royal Legal Solutions**Austin, TX**Nov '18 - Dec '18*

Most distinguishing contribution:

- Discovered and delivered a scalable operating procedure for Royal Legal Solutions that would save \$150/contractor/month that has a \$15/hr wage and 40 clients.

### MORTGAGE CLOSER

*HomeStar Mortgage**Providence, RI**Aug '17 - Jan '18*

- Performed quality control functions to ensure completeness and accuracy of file and satisfaction of commitment conditions.
- Ensured loans were authorized to close.
- Monitored pipeline and scheduled loan closings in accordance with rate lock and commitment expiration dates.
- Served as liaison with closing attorneys and correspondent lenders.
- Reviewed necessary loan documentation for accuracy prior to closing, requested corrections when needed.
- Prepared legal documents for consumer and mortgage loan closings and submitted to attorney or Branch for completion and signatures.
- Calculated net funds (refunds and receivables) and disbursed via wire or on-line deposit.
- Monitored receipt of legal documents from closing attorneys.
- Reviewed legal documents for completeness and accuracy.
- Communicated deficiencies to attorneys.
- Ensured federal, state, and Bank regulations were properly adhered to by all parties.
- Assisted the Loan Processing department as needed.

### TRANSACTIONAL REAL ESTATE PARALEGAL

*David L. Johnston, Esq.**Warwick, RI**June '16 - Jul '17*

Two main Focuses were Title Closings and Tax Liens:

- Prepared closing documents for real estate transactions (Purchases and Refinances), including closing disclosures, deeds, mortgages, policy commitments, owner's policies, mortgage policies, affidavits etc.
- Scheduled closings between clients, realtors, bankers and attorneys and scheduled and disbursed a variety of required payments and payoffs.
- Filed Petitions on behalf of Tax Lien holders, Plaintiffs, to Foreclose Rights of Redemption in Rhode Island's Superior Courts.
- Served citations to Defendants.

**Stats:** I successfully helped close roughly 120 deals (both purchases and sales, and refinances). Altogether I estimate the value of these deals to total between \$30 - \$50m in both Rhode Island and Massachusetts. Additionally, I filed roughly 45 lawsuits (Petitions to Foreclose Tax Liens) which resulted in the recovery/redemption of roughly \$45 - \$60k outstanding taxes in the State of Rhode Island.

### LEGAL ASSISTANT

*Bozada PC**San Antonio, TX**June '11 - Mar '12*

- Researched deeds at Duval County Courthouse, Texas, analyzing and indexing real estate data.
- Assisted in constructing a chain of title, charting and connecting owners across 550 deeds, for a property dating back to 1822 for use in a partition lawsuit.

## LEGAL ASSISTANT

Jim Hogg County/District Attorney

Hebbronville, TX

Jan '07 - May '07

- Ensured proper formatting and grammatical content of legal documents; collaborated with colleagues to create the first digital criminal database of Jim Hogg County.
- Managed administrative office duties including trial calendars; handled general office organization.
- Acting receptionist, directed clients and answered phone calls
- Assisted district attorney investigator with daily tasks such as responding to emergency calls and filing investigative criminal reports, managing confidential material.

## VOLUNTEER EXPERIENCE

### AMERICORPS MEMBER

AmeriCorps

Providence, RI

Nov '14 - Feb '16

- Served the West End of Providence, RI through West Elmwood Housing Development Corporation.
- Organized and led over 300 volunteers to perform over 780 hours of community service.
- Managed and ran Volunteer outreach committees.
- Contributed to Mayor Jorge Elorza's Transition Committee.

**Details:** Selected to serve in the West End neighborhood of Providence, Rhode Island with a team of about 14 Corps members, ages 17 - 45, through numerous projects focused on community engagement, infrastructure improvement, environmental stewardship, and urban development.

#### Main projects were:

1. Organizing neighborhood and park cleanups.
2. Creating, improving and maintaining West End community gardens and parks.
3. Organizing and executing tree plantings on neighborhood streets.
4. Planning *Sankofa World Market*, Farmer's Markets, and other healthy food events.
5. Bringing important resident perspectives and energy to leadership of **local committees**, including the *Sankofa Collaborative* to improve local access to fresh, healthy food, the *WEHDC Resident Engagement Committee*, the *Evidence2Success Community Table* and others.

## CERTIFICATIONS

NOTARY PUBLIC

STATE OF RHODE ISLAND

EXPIRES: 06/20/2020

## SKILLS

#### General:

- Real Estate (6 years)
- Legal Research (6 years)
- Mortgages (3 years)
- Title Insurance (3 years)
- Tax Foreclosures (2 years)
- FHA and VA loans (2 years)
- CATIC PrepExpress (2 years)

#### Software:

- Microsoft Office and G-suite (6+ years)
- LexisNexis/Accurint (3 years)
- GIS (3 years)
- SOFTPRO (2 years)
- EDGAR (Less than 1 year)
- Encompass (Less than 1 year)

#### Filings:

- Land records, including deeds, mortgages, affidavits (3 years)
- US SOS Databases and UCC Filings (2 years)
- Rhode Island Judiciary Filings (2 years)
- Petitions (2 years)

## PUBLICATIONS

### ELORZA TRANSITION COMMITTEE REPORT: RECOMMENDATIONS OF THE 2015 ELORZA TRANSITION COMMITTEE, AS SUBMITTED TO THE ADMINISTRATION FOR REVIEW (May '15)

[https://data.providenceri.gov/Reference/Elorza-Transition-Committee-Report/w2hr-sarg?lipi=urn%3Ali%3Apage%3Ad\\_flagship3\\_profile\\_view\\_base%3B8rgX4xraSXqT9Xu6F10Rbg%3D%3D](https://data.providenceri.gov/Reference/Elorza-Transition-Committee-Report/w2hr-sarg?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base%3B8rgX4xraSXqT9Xu6F10Rbg%3D%3D)

### WEST END NEWS (June '15 - Feb '16)

<https://www.slideshare.net/mobile/RolandoHuerta/wehdc-summer-2015-print-newsletter-final-lettersize>