

ANGELA G. PETERSON
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PARALEGAL

Accomplished and versatile leader offering twenty-seven years' of on the job training and experience supporting senior level management by using technical, communication and project management skills. Effective team player who is attentive to expediting workflow and enhancing staff effectiveness by using the combination of foresight, initiative and project management. Strengths include:

- Time Management
- Database Management
- Calendar Management
- Highly Organized
- Internet Researching
- Leadership Skills
- Team Building
- Scheduling
- Abstracting research

KEY ACCOMPLISHMENTS

Corresponded and communicated (both written and verbally) with Realtors, lending institutions and clients in conducting real estate settlements. Developed excellent rapport by providing efficient and productive services (compiling settlement packages, preparing and reviewing documentation, coordinating scheduling times, creating checks, balancing and disbursing funds).

Setup mobile database connection to iPad and laptop which enhanced offsite legal research to expedite client service.

Provided clients with timely and accurate refinance information to increase customer satisfaction.

PROFESSIONAL EXPERIENCE

Richard L. Bushman, Esquire, Spring Run, PA

1987-present

Attorney specializing in bankruptcy, real estate, wills, estates, divorce, contracts

Managed day-to-day workflow with an organized approach providing secretarial, clerical and administrative support to the attorney and office manager.

- Accurately managed complex scheduling of clients for multiple offices.
- Drafted and proofread many legal documents.
- Preparation of 1099-s and 1096 forms to IRS regarding all sale of real estate settlements conducted throughout the year.
- Creating monthly billing statements in Quickbooks, retaining records and pursuing collection payments.
- Processed and reconciled IOLTA accounts.

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, Access)
- Word Perfect
- Quickbooks
- Adobe Acrobat
- PaperPort
- Deed Plotter
- Metes & Bounds Pro
- Microsoft Money
- HUD

EDUCATION

Associates of Arts Degree in Medical Secretarial/Assistant, Hagerstown Business College

VOLUNTEER ACTIVITIES

Treasurer MYFCL (youth football & cheerleading organization)
Assistant Elementary Basketball Coach

REFERENCES

Available upon request