

LaVerne A. Routh
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Bradenton, FL 34203

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Summary of Experience

An accomplished legal assistant with 10 years of paralegal experience, including litigation and real estate closings. Utilizes diverse legal experience to provide clients with high quality professional services.

Work Experience

Kaklis, Venable & Witt P.A.

2012-2019

Real Estate Paralegal/Bookkeeper

- Responsible for creating security compliance (Best Practices) manual for issuing title insurance policies
- Performed real estate closings
- Drafted real estate contracts and addenda
- Ordered Title Commitments/Policies
- Ordered Municipal Lien Searches
- Managed Real Estate Closing Calendars
- Prepared Real Estate Documents for Multiple Closings
- Processed closing funds and checks at closing
- Attended Attorneys' Title Fund Affiliate assemblies
- Maintained and reconciled firm and real estate trust accounts
- Prepared monthly Firm Accounting Reports

Ralph J. Mattice, P.A.

2009-12

Legal Assistant/Paralegal

1984-93

- Performed paralegal and legal assistant duties
- Drafted court pleadings
- Drafted Discovery Requests
- Drafted Responses to Discovery Requests
- Prepared and maintained litigation and discovery files
- Scheduled and coordinated depositions and other litigation matters
- Managed attorney's client and court calendars
- Prepared court hearing/trial notices
- Maintained and Reconciled attorney's firm and trust checking accounts
- Assisted criminal law paralegal with pleadings and discovery matters

Weiffenbach & Kaklis, P.A.

Legal Assistant

03/09 to 11/09

- Prepared new client intake forms and file set up
- Handled client correspondence and ongoing communications
- Scheduled attorney's client and court appearances
- Transcribed legal dictation
- Prepared civil/criminal pleadings and proposed court orders

Additional Skills

- Proficient in Microsoft Word, Excel, DoubleTime, Propel and AltaStar.
- Adept at performing multiple tasks and responsibilities in a fast-paced environment.

References will be provided upon request