

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Driven and detail-oriented professional with a passion for legal documentation and client satisfaction. Seeking an entry-level notary position to utilize strong organizational and communication skills in providing accurate and reliable notarial services.

Experience

Assistant to Notary Signing Agent - Bella Notary Services / LA, California

MONTH 2022 - 2023

- Assisted senior notaries in verifying and notarizing legal documents.
- Maintained meticulous records of notarial acts and maintained client confidentiality.
- Answered client inquiries regarding notary services and appointment scheduling.
- Collaborated with legal professionals to ensure accurate document execution.
- Conducted research on notarial regulations and best practices to stay updated.

Legal Intern - Berry, Mccarthy & Notalbe / San Francisco, California

MONTH 2021 – MONTH 2022

- Supported the legal team by organizing and indexing legal documents.
- Prepared and proofread legal correspondence and contracts.
- Assisted in conducting legal research and drafting legal memos.
- Managed the filing system and maintained document integrity.
- Scheduled and coordinated client meetings and court appearances.

Project Experience

- Coordinated a notarization drive, assisting with over 100 document verifications for a community legal aid clinic.
- Successfully managed a high-volume workload during the clinic's annual audit, ensuring accurate and timely document retrieval.

Education

B.A in Communication- California State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Strong attention to detail and accuracy in notarial acts
- Excellent written and verbal communication skills
- Proficient in legal research and document drafting
- Exceptional organizational and time management abilities
- Familiarity with notarial regulations and ethical standards

Licenses & Accreditations

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- Notary Public Commission, State of California, Expires: 2024
- Certified Notary Signing Agent, 2021