

NAME

TITLE

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

Profile

To leverage my experience as a mobile notary to provide convenient and reliable notarial services, ensuring accuracy, efficiency, and exceptional customer satisfaction.

Experience

Mobile Notary Public - Thessalonica Mobile Notary Services / Location

MONTH 2020 - Present

- Traveled to client locations, including homes, offices, and hospitals, to notarize a wide range of legal documents.
- Verified signer identification and witnessed signatures following legal requirements.
- Accurately completed notarial acts, including acknowledgments, jurats, and oaths.
- Maintained a high level of professionalism and confidentiality in all interactions.
- Provided exceptional customer service, addressing client inquiries and concerns.

Legal Assistant/Mobile Notary - Indigo Law Firm / New York, NY

MONTH 2016 – MONTH 2019

- Assisted attorneys in drafting and reviewing legal documents, such as contracts and agreements.
- Scheduled and coordinated client meetings, depositions, and court appearances.
- Conducted legal research and prepared case summaries and memos.
- Traveled to client locations to notarize documents, ensuring compliance with legal and regulatory requirements.
- Managed the mobile notary service, including scheduling and logistics.

Project Experience

- Coordinated a mobile notary drive for a local senior center, providing convenient notarial services to elderly residents.

Education

Diploma in Legal Studies- Oakland University

MONTH 2017

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Comprehensive knowledge of notarial laws, regulations, and ethical standards
- Excellent attention to detail and accuracy in notarial acts
- Strong interpersonal and communication skills
- Proficient in mobile notary logistics and scheduling
- Exceptional organizational and time management abilities

Licenses & Accreditations

Licenses & Accreditations

- Notary Public Commission, State of California, Expires: 2025
- Certified Mobile Notary, 2020