

# NAME

TITLE

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

## Profile

To leverage my expertise as a notary public to deliver accurate and reliable notarial services, ensuring compliance with legal requirements and providing exceptional customer satisfaction.

## Experience

### Notary Public - Bauer, Finch, Leeds & Taylor / Miami, FL

MONTH 2022 - Present

- Conduct notarial acts for various legal documents, including affidavits, powers of attorney, and contracts.
- Verify the identity of signers and administered oaths when required.
- Maintain detailed records of notarial acts and upheld client confidentiality.
- Assist attorneys in preparing and reviewing legal documents.
- Provide exceptional customer service and answered client inquiries regarding notarial services.

### Legal Assistant - Notary Public at Davis & Derrick Attorneys / Miami, FL

MONTH 2019 – MONTH 2021

- Assisted attorneys in drafting and reviewing legal documents, including contracts and pleadings.
- Scheduled and coordinated client meetings, depositions, and court appearances.
- Conducted legal research and prepared case summaries and memos.
- Verified and notarized client signatures on legal documents.
- Maintained a well-organized filing system and ensured document integrity.

### Project Experience

- Coordinated a notarization drive for a local nonprofit organization, providing free notarial services to underserved communities.
- Conducted notarial acts remotely using audio-video technology, with proficiency in verifying identities, witnessing signatures, and completing notarial acts in accordance with applicable laws and regulations.

## Education

### Bachelor's degree in Legal Studies - University of Florida

MONTH 2019

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Comprehensive knowledge of notarial laws, regulations, and ethical standards
- Strong attention to detail and accuracy in notarial acts
- Excellent interpersonal and communication skills
- Proficient in legal research and document drafting
- Exceptional organizational and time management abilities

## Licenses & Accreditations

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- Notary Public Commission, State of Florida, Expires: 2027
- Certified Notary Signing Agent, National Notary Association, 2021