



Audrianna Williams

Paralegal

Contact

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Profile

I am organized, dedicated and ambitious. I consider myself extremely detail-oriented and hardworking. I am seeking to grow my experience and knowledge in the legal field, supporting multiple attorneys and handling a moderate to large case load. I can offer not only a degree in legal studies, but also 12+ years of experience working in a professional law office. I am an advanced user of all Microsoft Office programs as well as a multitude of legal software such as: ProForm, Pro 1099, Practice Master, Tabs3 and Quick Books.

Soon to be relocating to the Belleville, Illinois area

Experience

February 2023– March 2024

Life Insurance Agent/District Leader, Primerica Insurance Company (Chicago, IL,)

Duties included but were not limited to; Consulting with prospective clients regarding life insurance, budgeting and financial planning goals; Providing insurance quotes and coverage recommendations; Assisting with completing the application process and other necessary paperwork and obtaining underwriting approval for the clients.

November 2012 – Current

Paralegal, Montgomery McGraw, PLLC (Canton, Mississippi)

Duties included but are not limited to; communicating with attorneys, clients, real estate agents and Banks; Reviewing purchase and sales Contracts; Requesting and reviewing title reports; Preparing closing documents regarding TRID Closings, Commercial Real Estate and Raw Land Deals; Drafting documents such as, Certificates of Title, Title Commitments, Settlement Statements, Closing Disclosures, Title Insurance Policies, Warranty Deeds, Quitclaim Deeds, Executors/Executrix Deeds, Easements, Correspondences; Affidavits, Assignment of CRP Contracts, Partial Releases, Authority to Cancel, Promissory Notes; Drafting checks for closings through Quick Books, along with other respective closing documents.

Education

August 2013- December 2014	Holmes Community College (Ridgeland, MS) *Associate of Applied Science in Legal Studies *Paralegal Studies Certificate Relevant Courses Family Law, Real Estate I & II, Contracts, Torts, Civil Litigation I & II, Office Management, Bankruptcy Law, Legal Research & Writing, Will & Estates and Microsoft Office 2013
January 2007-May 2008	Jackson State University (Jackson, MS) *Bachelor of Arts in Political Science Relevant Courses Introduction to Law, Public Policy, Constitutional Law, Judicial Process, Political Philosophy, State and Local Government, Scopes and Methods, American Political Parties and President.
September 2004-May 2006	Robert Morris College (Springfield, IL) *Associate in Business Administration Relevant Courses Introduction to Business, Marketing and Research, Accounting and Psychology

Key skills and characteristics

- Advanced in Microsoft Office 365 Programs (Outlook, Excel, Word, PowerPoint & OneDrive)
- Advanced in WordPerfect
- Advanced in SoftPro
- Certified Notary Public
- Typing: 50-60 wpm
- Hardworking
- Team-player
- Driven & Ambitious
- Likes to be challenged
- Strives to be an invaluable asset to the firm