

# Laura Hunt

---

## Professional Paralegal Services of CT, LLC

T: (203) 730-0350 F: (203) 413-4432

E: ppsct@sbcglobal.net Web: professionalparalegalservicesofct.com

- Page 1 of 2 -

---

## QUALIFICATIONS

---

I am a loyal, dedicated paralegal with a strong work ethic. Productivity, reliability, professionalism, and attention to detail are attributes of mine.

Proficiency in: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint, Microsoft Outlook, Title Policy Preparation Software, HUD Preparation Software, Quickbooks

Connecticut Notary Public

## WORK HISTORY

---

**INDOOR CYCLING INSTRUCTOR** 1/07-present

**Regional YMCA, 2 Huckleberry Hill Road, Brookfield, CT 06804**

This is a part time position in which I instruct indoor cycling classes.

**FREELANCE PARALEGAL/OWNER** 3/06-present

**Professional Paralegal Services of CT, LLC**

This is a full time position in which I provide off-site paralegal services, primarily in the real estate field, to attorneys.

**PARALEGAL/LEGAL SECRETARY** 5/08-4/09

**William J. Hagan, Esquire, 30 Main Street, Suite 201A, Danbury, CT 06810**

This is a part time position in which I perform general paralegal and secretarial duties. Matters include, but are not limited to, real estate, business, civil, family and criminal. Job duties include, but are not limited to, the following: answering the telephones; preparing legal and other documents; preparing business documents; reviewing contracts; writing letters; filing; and organizing files.

**PARALEGAL/LEGAL SECRETARY/OFFICE MANAGER** 9/97-6/06

**Brian E. Cotter, Esquire, 70 West Street, Danbury, CT 06810**

This position requires a specialization in real estate matters, as well as limited probate, estate, civil, family, and criminal matters. Job duties include, but are not limited to, the following: answering the telephones; scheduling; supervising employees; preparing legal and other documents; preparing permit and licensing applications; preparing business documents; reviewing contracts; writing letters; performing bookkeeping (including payroll); filing; recording legal documents while performing title rundowns; creating organizational computer databases including, but not limited to, an excel check register for business, trustee, and payroll accounts and an access client database; balancing checkbooks; preparing end-of-year tax reports; organizing files and computer database; backing up computer database; meeting with clients to review certain legal documents; and signing legal documents as a Notary Public.

## EDUCATION

---

### WESTERN CONNECTICUT STATE UNIVERSITY

Danbury, Connecticut

- Bachelor of Science Degree in Justice and Law Administration with a concentration in Paralegal Studies

- Summa cum laude

### BETHEL HIGH SCHOOL

Bethel, Connecticut

-Diploma

# Laura Hunt

---

**Professional Paralegal Services of CT, LLC**

T: (203) 730-0350 F: (203) 413-4432

E: ppsct@sbcglobal.net Web: professionalparalegalservicesofct.com

- Page 2 of 2 -

---

## **AWARDS**

---

### **OCTOBER RESEARCH CORPORATION**

-2007 Top 40 Under 40 Award

### **WESTERN CONNECTICUT STATE UNIVERSITY**

Danbury, Connecticut

-2006 Justice and Law Administration Award

-2006 Award of Excellence in Paralegal Studies

## **REFERENCES**

---

Available upon request