

Laura Hunt

Professional Paralegal Services of CT, LLC

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

E: laura@ctparalegal.com Web: www.ctparalegal.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: SoftPro Select, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint, Microsoft Outlook, Title Policy Preparation Software, HUD Preparation Software, CD Preparation Software, Quickbooks

Connecticut Notary Public

WORK HISTORY

INDOOR CYCLING INSTRUCTOR 7/14-8/15

Exceleride Cycle & Fitness LLC, 211 Greenwood Avenue, Unit 1-9, Bethel, CT 06801

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

INDOOR CYCLING & AEROBICS 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 and bootcamp 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

Laura Hunt

Professional Paralegal Services of CT, LLC

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

E: laura@ctparalegal.com Web: www.ctparalegal.com

- Page 2 of 2 -

-Diploma

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