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(229) 395-6651

THERESA JACOBSEN

PROFILE Responsible, highly motivated and results-oriented. Seeking a position with a secure career path in the legal profession. Dedicated to getting the task completed correctly and in a timely fashion and moving on to the next challenge. Twelve years' experience in Florida Second Judicial Circuit. Striving to constantly expand education and continue to serve.

SKILLS & ABILITIES

- Certport Certified in Computer Competency through Tallahassee Community College
- Proficient in the use of American Sign Language
- Proficient in QuickBooks, Microsoft applications Outlook, Word, Excel, PowerPoint, OneNote, Westlaw, and all standard office equipment
- Advance typing skills 75 wpm

PROFESSIONAL EXPERIENCE **PARALEGAL/OFFICE MANAGER, THE LAW OFFICE OF JOHN A. GRANT, P.A.**

August 2011-June 2018

Drafted pleadings, notices, motions, interrogatories, final or summary judgments, and proposed orders. Scheduled hearings, mediations, depositions, travel arrangements for attorneys and clients. Assisted attorneys with legal research, discovery, and trial prep. Prepared clients for deposition, mediation, trial and assisted with discovery documents. Attended hearings with attorneys, assisted with timekeeping, calendar events and deadlines set by the court. Created foundation and collections process, in accordance with F.S. 720.3085, for over 170 associations in the Florida Big Bend region that produced \$70k in annual revenue income for the law firm. Assisted in estate planning and document preparation, acted as official witness in closing of estate planning documents. Assisted in Formal and Summary Administrations beginning with the procedural deposit of the decedent's last will and testament in the proper venue following through to the closing or order of discharge of the administration. Assisted in foreclosure litigation including sale of the property and issuance of Certificate of Title. Office manager; handled all incoming correspondence and payments for vendors and collection accounts for HOA/Condominium clients. Managed office supplies, ordering and expenses accrued by office. Managed monthly billing of attorney's time, including but not limited to the entry of billable time by attorneys and the distribution of invoices to clients. Managed office IOLTA account deposits and reconciliation that involved retainers and monies received related to association collection accounts. Managed office case files with initial opening, client intake, summary memorandum, proper organization of pleadings, research and related correspondence, followed by the closing of files with

proper records keeping and disposal. Created electronic indexing catalog for closed files with firm. Notary Public.

PARALEGAL, WATERS & ASSOCIATES, P.A.

January 2010-August 2011

Drafted legal documents, scheduled hearings, mediations, depositions, legal research. Assisted attorneys with discovery for trial, prepared clients for deposition, mediation, and trial. Attended hearings with attorneys, coordinated travel, document and file management, timekeeping, calendar events and deadlines for attorneys. Notary Public.

JUDICIAL ASSISTANT, JANET FERRIS, CIRCUIT JUDGE

January 2009-June 2009

Served as a judicial assistant to Janet E. Ferris, who was assigned to the Juvenile Division, on an interim basis pending her retirement effective June 30, 2009. Performed all functions noted below to Judge Crusoe.

JUDICIAL ASSISTANT, JOHN E. CRUSOE, CIRCUIT JUDGE

November 2005-January 2009

Served as judicial assistant to John E. Crusoe, during his assignment to the Family Law Division. Assured the smooth and efficient running of a busy circuit judge's office. Specific duties and responsibilities including: maintained hearing calendar schedules and maintained judge's daily schedule; answered telephones, prepared judicial orders and notices; maintained and process incoming and outgoing legal documentation; maintained and prepared routine correspondence for judge's signature; filing; case management as required. This position required a cheerful and professional disposition while dealing and working in cooperation with other county and circuit judges and judicial assistants, attorneys and their staff, clerk's offices, court staff and the general public.

LOAN PROCESSOR, GREEN TREE FINANCIAL SERVICES

April 1996-September 1997

Handled all loan applications and maintained files, prepared title clearings, exact payoff amounts to be paid by refinance loan. Obtained Georgia notary to assist in loan closings. Responsible for receiving payoff checks and sending to correct lender. Assisted branch manager with clerical needs. Maintained two complete files on all successfully closed loans, one for filing in office records, with second copy forwarded to main office in St. Paul, Minnesota.

EDUCATION	TALLAHASSEE COMMUNITY COLLEGE, MAY 2018: ASSOCIATES IN SCIENCE- LEGAL STUDIES/PARALEGAL CERTIFICATION, DEAN'S LIST 3.56 GPA
	NORTH FLORIDA COSMETOLOGY INSTITUTE, 1999: FULL SPECIALIST