

# Laura Hunt

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## Professional Paralegal Services of CT, LLC

T: (203) 730-0350 F: (203) 413-4432  
E: laura@ctparalegal.com Web: www.ctparalegal.com

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## QUALIFICATIONS

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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, 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

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### 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 1/07-12/19

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

This is a part time position in which I instruct indoor cycling and aerobics 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

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### 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

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-Diploma

## **AWARDS**

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### **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**

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Available upon request