

CATHYANN LIEGL

40 Ledgecrest Drive, Newington, CT 06111
(860) 690-0715 / C734@aol.com

EXPERIENCED PARALEGAL

Specializing in residential real estate closings with 20+ years of working in the paralegal field. Exceptional negotiating skills working with the public.

PROFESSIONAL EXPERIENCE

Closing Paralegal Services, LLC – Newington, CT

Owner / Paralegal Consultant

Ancona & Siegel – Newington, CT

Real Estate Paralegal Consultant

- Handled all real estate closings completely from start to post closing paperwork.
- Interacted closely with clients, bank personnel, RE agents and RE brokers.
- Managed client IOLTA accounts.
- Prepared and submitted title policies.
- Follow-up work for problem files and releases.
- Managed Probate files when needed.

Law Office of Richard Tulisano – Rocky Hill, CT

Real Estate Paralegal Consultant

- Handled all real estate closings completely from start to post closing paperwork.
- Interacted closely with clients, bank personnel, RE agents and RE brokers.
- Managed Real Estate IOLTA account.
- Follow-up work for problem files and releases.

Heneghan, Kennedy & Doyle, L.L.C., Attorneys at Law – Rocky Hill, CT

Paralegal / Office Manager

Administrative duties consisted of:

- Facility, financial and budgeting management.
- Supervisor responsibilities.

Paralegal duties consisted of:

- Organized and maintained clients' files.
- Prepared and filed appropriate motions and pleadings with the court.
- Maintained court calendars with complete follow through.
- Worked closely with clients, court clerks, case flow coordinators and attorneys.
- Handled all real estate closings completely from start to post closing paperwork.

McVane, Bellobuono, Kuzmak, Wiezalis & Bibisi, L.L.C., Attorneys at Law – Hartford, CT

Legal Assistant

- Prepared and filed appropriate family law, criminal, and eviction motions and pleadings.
- Handled real estate closings.

Education *Newington High School* – Newington, CT

UCONN – West Hartford, CT – Paralegal Program

Hartford College for Women – Hartford, CT – Entrepreneurial Program

Notary Public