

MEGAN CREASY

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SUMMARY OF QUALIFICATIONS

- ♦ Able to communicate effectively and professionally
- ♦ Proficient with technology, including a variety of computer applications
- ♦ Well-organized, detail-oriented, and enthusiastic about learning and applying new skills
- ♦ Experience with efficiently completing time-sensitive work
- ♦ Experience with working in an office setting and interacting with management, colleagues, and clients
- ♦ Experience with answering a multi-line phone system, routing calls, and taking messages when appropriate
- ♦ Experience with conducting title searches and examining various documents concerning real estate, including, but not limited to, deeds, mortgages, deeds of trust, easements, agreements, and plats

EDUCATION

Harford Community College Bel Air, MD

Paralegal Studies ♦ Fall 2013-Summer 2015

August 2015 with an A.A.S. in Paralegal Studies ♦ GPA: 3.76

Courses: Real Estate Transactions, Legal Research, Legal Writing, Probate Practice and Procedure, Contract Law, Torts and Insurance, Civil Litigation and Procedure, Principles of Criminal Law, Law Practice and Professional Conduct, and Technology in the Legal Profession

President's List, 2 Semesters ♦ Dean's List, 3 Semesters

Harford Community College's Paralegal Student Association

Lambda Epsilon Chi, a National Honor Society for Paralegal Students

Fallston High School Fallston, MD

High School Diploma ♦ 2009

Distinguished Honor Roll

EMPLOYMENT HISTORY

Title Search Assistant (Temporary)

The Law Office of Stephen L. Harker/East Coast Realty ♦ Bel Air, MD 21014 ♦ October 2015-February 2016

- ♦ Worked alongside paralegals to research and examine various forms of public records online and conducted title searches on various properties that may potentially be foreclosed upon and properties purchased at tax sales
- ♦ Printed, photocopied, edited, compiled, and filed documents in folders corresponding to each property
- ♦ Examined and edited information used in mailings

Intern

Key Title, Inc./The Law Office of Stephen L. Harker/East Coast Realty ♦ Bel Air, MD 21014

♦ Late June 2015-Early August 2015

- ♦ Worked alongside paralegals to research and examine different forms of public records online and conducted title searches on various properties that may potentially be foreclosed upon and properties purchased at tax sales
- ♦ Printed, photocopied, edited, compiled, and filed documents in folders corresponding to each property
- ♦ Worked with receptionist and title processors to input information into Title Express
- ♦ Assembled preliminary settlement packages using Microsoft Word and Title Express
- ♦ Sat in on settlements to learn process and documents involved
- ♦ Mailed out various forms of documents; mainly buyer/seller letters

Cashier Manager/Salesperson

Courtland Hearth & Hardware ♦ Fallston, MD 21047 ♦ October 2008-December 2015

- ♦ Created a welcoming environment for customers and strived to meet their needs
- ♦ Answered multi-line phones and answered inquiries for customers, vendors, and other store locations
- ♦ Created, copied, maintained, and filed documents
- ♦ Managed a cash drawer and completed Point-of-Sale transactions

♦ References Provided Upon Request ♦