Laura W. Holl
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Software Skills:

Word, Excel, PowerPoint, Outlook, SalesForce; Industry Client Systems such as: Caseware, Lenstar, Black Knight (LPS), Vendorscape, Clarifire, Freddiemacdcs (Quandris ADR), Department of Veterans Affairs WebGY, GSCCA (Georgia Superior Court Clerks Administration), AGILE Court Production and ORACAL Imaging, OnBase, Orion Financial Management.

Experience:

Bovis, Kyle, Burch & Medlin, Atlanta, GA 2017-Present
Legal Assistant- Civil Practice Attorney's, local, national and international – Estates and Surety Bonds Dept.

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

DeKalb County Probate Court, Decatur, GA 2015 – 2017
***Clerk of Probate Court - Prepares cases and/or documents related to wills and open estates*.**

- Examines legal documents such as petitions, motions, orders and various probate forms submitted by individuals and attorneys. Submit to the court for adherence to law or court procedures.
- Prepares case folders by assigning a case number, scanning appropriate documents, and creating the appropriate folder for the case.
- Monitors deadlines to ensure that parties comply with filing requirements and court orders.

- Examines legal documents such as petitions to gather facts of the case and make decisions based on those facts.
- Prepares order for Judge's signature for bonds, notices, and judgments. Prepares and disseminates legal documents required to finalize the case to include court orders and final decrees based on the Judge's rulings.
- Prepares and disseminates correspondence to involved parties explaining the findings, and any deadlines that must be met. Certifies documents and determines the charges for services rendered in order to ensure that attorneys and their clients pay the appropriate fees.
- Retrieves information regarding probate issues using a computer, court docket, and case files in order to respond to inquiries from citizens, attorneys, law enforcement officials, court personnel regarding court proceedings or procedures, hearing dates, and payments.
- Collects court fees, records amounts collected and issues receipts.

Brock and Scott, PLLC, Atlanta, GA 2013-2015
Foreclosure Executive Legal Assistant/Post Sale Processor

- Updated complete and accurate information in customer database, proficient with 3rd party systems such as: Vendorscape, Black Knight (LPS), LenStar, Clarifire, Quandis etc.
- Ability to write daily reports and other written correspondence. Reply to inquires received by telephone, email and in person.
- Ability to perform independently and complete assigned tasks following given instructions, standards practices and stated routines (SOP).
- Created reinstatement, payoff quotes and managed payments received from borrower.
- Engaged in foreclosure files audit to assure it is maintained in planned order.
- Developed legal notices and documents as needed following stated policies and procedures Pre Sale and Post Sale.
- Controlled and sent follow-up written correspondence for specific files on hold.
- Managed and maintained surplus funds from excess sale proceeds of foreclosure sale. Followed firm procedure to research for lien holder, contact with for payoff, send hold harmless agreement, have signed and HHA original along with W-9 sent back to firm. Once all documents are received, request checks and send funds to lien holder.

Johnson & Freedman, LLC-Atlanta, GA 2005-2012
Executive Assistant to Senior Managing Partner

- Ensure all administrative needs of Sr. Managing Partner were met, including preparation of reimbursements, copying, faxing, meeting materials, office organization and coordination of travel and approvals for all marketing expenses.
- Gathered and revised any existing documents to meet objectives.
- Managed communications, responded diplomatically to internal and external phone and email inquiries; applied judgment in determining which inquiries should be forwarded to partner for resolution; resolved or facilitated resolution of inquiries not forwarded.
- Assisted in inquiries from vendors, independently determining appropriate person or department in the Firm to address, and provided direction for a particular inquiry.

- Co-Chaired firm's activities committee. Collaborated in planning and coordination of internal and external group events including fundraising, firm holiday party, and firm retreats.
- ***Client Relations/Sales & Marketing Manager / Lead Litigation Assistant***
- Responsible for development of the firm's marketing materials, promotional items and gifts.
- Assisted Marketing Director in efforts to maintain existing client relationships, including client outreach, on-site visits and entertainment.
- Coordinated and oversaw all aspects of quarterly promotional mailings to clients.
- Strategized with Managing Partners on gaining new clients and growing old business; worked closely with Partners on all special projects.
- Assisted in ensuring quality, accuracy and timeliness of practice information on the firm's external and internal website.
- Prepared PowerPoint presentations.

Cozy's-Atlanta, GA 2002-2005
Co-Owner/Chef

- Owner and operator of neighborhood cafe.
- Grew business in first year to sales exceeding $160,000.
- Developed and implemented menu, marketing, sales, customer relations and purchasing.
- Managed 5 employees.

PYA-Monarch/US Food Service-Atlanta, GA 2000-2002
Sales Representative

- Provided products for daily use to area restaurants, churches and schools.
- Expanded business and broke new accounts for the following national accounts: Area daycares, LaFiesta, WishBone Fried Chicken, First Baptist Church, Newnan, GA, Chef's Table in Hogansville & LaGrange, GA, Newnan Country Club, Cannongate Country Club, Café Mystique, Pascal's Bistro in Peachtree City, GA to name a few.
- Developed successful and synergistic client relationships.
- Responsible for client attendance to bi-yearly trade shows.

Atlanta Foods International (AFI)-Atlanta, GA 1998-2000
Sales Representative

- Provided gourmet products for daily use to Downtown, Midtown, Buckhead and Metropolitan Atlanta area restaurants.
- Increased business for the following national accounts: Maggiano's, Corner Bakery, Canoe, Fishbone, Sotto Sotto, Bacchanalia, Aria, Antica Posta, Treehouse Restaurant, Basil's Mediterranean Café, Four Seasons Hotel, La Giverny, Apres Diem, Café Diem, Café Intermezzo, Babette's Café, South City Kitchen, Floataway Café, Eclipse Di Luna, Luna Si, Loca Luna, La Grotta, Anis Café & Bistro and Dish to name a few.
- Cultivated long-lasting client relationships.
- Responsible for client attendance to yearly trade show.

- Million Dollar Round Table recipient 2 years running.

Free-lance Food Consultant and Caterer-Atlanta, GA 1992-2012

- Prepared and executed fresh produce for leading broker for annual food shows in Atlanta, GA and Chattanooga, TN.
- Oversee catering events from beginning to end.
- Menu consulting
- Event planning
- Food preparation
- Event staffing
- Logistics
- Working the events

Veni, Vidi, Vici Restaurant-Atlanta, GA 1998-1999

Sauté Chef

- Executed daily set-up and clean-up of station
- Instructed other stations of order preparations.
- Ordered weekly produce.