

# CHRISTINA R. MATTHEWS

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## PARALEGAL

### PROFESSIONAL EXPERIENCE

- 2009-2014 **Lieto & Greenberg, LLP, Fairfield, Connecticut; Paralegal**  
Responsible for residential & commercial real estate transactions from contract through closing; handled New York purchase and refinance (CEMA) transactions; release tracking; title clearing; heavy client contact; perform document/e-doc signings and exchanges for closings
- 2004-2008 **Nutmeg Law Firm, LLC, Southbury, Connecticut; Paralegal/Office Manager**  
Handled all commercial/residential real estate transactions from contract to closing; title clearing; land use litigation; established procedure for and maintained release tracking system; preparation of last Wills & Testaments; corporate filings; legal research; initiated the upstart of this paperless (virtual) practice by instituting all procedural policies, hiring and training of employees; accounts payable/receivable; manage client trust accounts including check generation and wire transfers; purchasing; payroll & bookkeeping
- 2001-2004 **Cramer & Anderson, LLP (Joseph Saffi, Esq.), Danbury, Connecticut; Paralegal**  
Handled residential real estate transactions from contract to closing; release tracking; title clearing
- 1997-2001 **Donnelly, McNamara & Gustafson, PC, Ridgefield, Connecticut; Paralegal**  
Handled residential/commercial real estate transactions from contract to closing; release tracking; title clearing; established filing system for last Wills & Testaments; preparation of last Wills & Testaments
- 1996 **Flanagan & Peat, Danbury, Connecticut; Part-time Paralegal**  
Handled residential real estate transactions; title clearing; preparation of Motions and correspondence pertaining to family law matters; assisted in processing documentation pertaining to collections actions
- 1992-1995 **Law Offices of Michael S. McGetrick, Danbury, Connecticut; Paralegal/Office Manager**  
Handled all commercial/residential real estate transactions from contract to closing; preparation of last Wills & Testaments and succession tax returns; litigation, personal injury and criminal matters; initiated the upstart of this practice by instituting all procedural policies, hiring and training of employees; accounts payable/receivable, payroll & bookkeeping; purchasing
- 1988-1992 **Alan Barry & Associates, Danbury, Connecticut; Paralegal**  
Handled residential/commercial real estate transactions from contract to closing; release tracking; title Clearing; heavy client contact
- 1982-1988 **Coviello & Allen, P.C., Danbury, Connecticut; Paralegal**  
Handled all commercial/residential real estate transactions from contract to closing; preparation of last Wills & Testaments and succession tax returns; litigation, personal injury and criminal matters; accounts payable/receivable, payroll & bookkeeping; purchasing
- 1979-1981 **Gallagher & Gallagher, Danbury, Connecticut; Legal Secretary (Part time)**

### EDUCATION/TRAINING

Southern New Hampshire University; pursuing Bachelor of Science-Criminal Justice  
Gateway Community College, New Haven, CT; Associate in Science -Substance Abuse Counselor (DARC )  
Waterbury Hospital-West Main Behavioral Health, Waterbury, CT-Internship for Substance Abuse Counselor  
SafeHaven, Waterbury, Connecticut; Certified Domestic Violence/Sexual Assault Advocate  
American Institute for Paralegal Studies, Mahwah, New Jersey; Certified Paralegal  
Katharine Gibbs School, Norwalk, Connecticut; Certified Executive Secretary

### COMPUTER

Microsoft Office ~ PC Law ~ QuickBooks ~ Citrix Networking System ~ Clio ~ Amicus ~ Title Insurance Software Applications ~ Typing ~ Shorthand ~ e-signing programs

### COMMUNITY ACTION

06/2007-10/2009 Volunteered as a Domestic Violence Group Facilitator at SafeHaven, Waterbury, CT