




RICK BARTH

Bankruptcy Paralegal

(555) 987-6543 

rick.barth@gmail.com 

United States, Mountain Home, TX 



PROFESSIONAL SUMMARY

Detail-oriented Bankruptcy Paralegal with over 9 years of experience in supporting attorneys in bankruptcy cases. Proficient in preparing legal documents, conducting research, and managing case files for Chapter 7 and Chapter 13 bankruptcy filings. Strong understanding of bankruptcy laws, court procedures, and client relations.

EDUCATION

2011 - 2015

Associate of Applied Science in Paralegal Studies

Southwest Texas State University / United States, San Marcos, TX

Certified Bankruptcy Assistant (CBA)

2023

Notary Public

State of Texas / 2022

SKILLS

- Bankruptcy Law & Procedures Expert
- Legal Document Preparation Expert
- Client Communication & Support Expert
- Case Management Expert
- Electronic Filing Systems Expert
- Confidentiality & Compliance Expert

EXPERIENCE

2018 - Now

Bankruptcy Paralegal

Smith & Associates Law Firm / United States, San Antonio, TX

- Assist attorneys in managing a caseload of over 100 bankruptcy cases, including Chapter 7 and Chapter 13 filings.
- Prepare and file necessary legal documents, including bankruptcy petitions, schedules, and statements of financial affairs.
- Conduct thorough legal research to support case strategy and assist in drafting motions and responses.
- Communicate with clients to gather necessary information, explain bankruptcy processes, and address concerns throughout the filing process.

2016 - 2018

Paralegal

Johnson & Co. Legal Services / United States, Austin, TX

- Provided comprehensive support to bankruptcy attorneys in drafting legal documents and managing case files.
- Assisted in preparing for hearings by organizing exhibits, affidavits, and other relevant materials.
- Managed client intake processes, conducting initial interviews and gathering financial documentation.

2015 - 2015

Legal Assistant

Miller Law Group / United States, Austin, TX

- Supported attorneys with administrative tasks, including scheduling appointments and managing client correspondence.
- Conducted preliminary legal research and assisted in preparing basic legal documents for bankruptcy cases.

