

KATELYN PEAKE

CONTACT

843-490-2459

Timmonsville, SC

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[linkedin.com/in/katelynpeake/](https://www.linkedin.com/in/katelynpeake/)

EDUCATION

UNIVERSITY OF SOUTH

CAROLINA- AIKEN

Paralegal Certificate
2025

UNIVERSITY OF PHOENIX

Bachelor of Business Management
2020-2023

FLORENCE- DARLINGTON

TECHNICAL COLLEGE

Associate of Arts- General Studies
2015-2018

KEY SKILLS

- Legal Research & Analysis
- Document Preparation & Management
- Client Relations & Communication
- Scheduling & Calendar Management
- Attention to Detail
- Office Administration
- Problem-Solving
- Time Management
- Technologically Proficient
- Multitasking & Prioritization

LICENSURES

**SOUTH CAROLINA NOTARY
PUBLIC**

**SOUTH CAROLINA REAL ESTATE
LICENSE**

EXECUTIVE SUMMARY

Organized and results-driven professional with a strong background in business administration and client-focused support. Skilled in managing complex projects, streamlining workflows, and maintaining meticulous attention to detail. Recognized for proactive problem-solving, clear communication, and a commitment to excellence that drives results and fosters collaboration. Eager to leverage a diverse skill set to support organizational goals in a dynamic, results-driven environment.

WORK EXPERIENCE

Paralegal

Sarsfield Law Firm, LLC (2025)

- Lead client intake and case setup in MyCase, overseeing conflict checks, data entry, and profile creation with impeccable organizational standards.
- Manage complex calendars for court hearings, client meetings, and filing deadlines, proactively communicating with counsel, process servers, and court staff to keep matters on track.
- Draft, review, and refine correspondence, pleadings, motions, and firm templates—upholding the highest level of professionalism, clarity, and consistency.
- Design and maintain electronic and paper filing systems, establishing streamlined procedures and folder structures that enhance accessibility and workflow management.
- Serve as primary point of contact for clients and opposing parties, delivering clear, timely updates and demonstrating strong interpersonal and communication skills.
- Supervise timekeeping and expense tracking in MyCase, prepare billing reports, and collaborate with accounting to ensure accurate, professional invoicing.

Real Estate Agent

Tru Vision Realty (2024- 2025)| Epique Realty, Inc (2024) | EXP Realty, LLC (2023-2024)

- Conducted comprehensive market research and analysis, honing strong research and analytical skills crucial for legal research.
- Managed and nurtured client relationships, ensuring clear communication and effective negotiation—skills directly applicable to managing client interactions in legal settings.
- Created and maintained detailed property listings, demonstrating meticulous attention to detail and document management.
- Coordinated numerous property showings and open houses, honing scheduling and organizational skills vital for managing legal calendars and deadlines.
- Handled all transaction paperwork with precision, ensuring legal compliance and accuracy—experience that translates seamlessly to preparing and managing legal documents.
- Utilized advanced technology platforms for property management and client relationship management, showcasing adaptability and technological proficiency.

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WORK EXPERIENCE

Paralegal

Battle & Allen, P.A. (July 2024- October 2024)

- Drafted and reviewed legal documents such as contracts, pleadings, wills, trusts, and real estate transaction agreements.
- Coordinated and prepared materials for client consultations, including initial intake forms and case updates.
- Supported real estate closings by preparing title documents, facilitating communication with title companies, and ensuring timely submission of necessary paperwork.
- Managed case files, maintained meticulous records, and ensured proper documentation in accordance with firm policies.
- Monitored deadlines and court schedules to ensure timely filings and compliance with procedural requirements.
- Provided exceptional client service by explaining legal processes, addressing concerns, and maintaining confidentiality.

Search Consultant/Recruiter

GPAC (2022-2023)

- Conducted extensive candidate sourcing and screening, showcasing strong research and evaluation skills.
- Built and maintained robust relationships with candidates and clients, facilitating effective communication—skills that are essential for client relations in the legal field.
- Managed the recruitment process from initial contact to placement, demonstrating exceptional organizational and project management skills.
- Utilized applicant tracking systems (ATS) for candidate management and documentation, showcasing technological proficiency and attention to detail.
- Provided administrative support to the recruitment team, including data entry and report preparation, demonstrating strong administrative skills.
- Collaborated with colleagues to develop recruitment strategies, showcasing teamwork and strategic thinking.

Administrative Coordinator

SC DHEC (2020-2021)

- Managed office operations and administrative functions, including document management, scheduling, and correspondence—core skills for a paralegal or legal assistant.
- Coordinated meetings, conferences, and events, ensuring seamless logistics and preparation, highlighting strong organizational skills.
- Served as the primary contact for internal and external stakeholders, handling inquiries and resolving issues with professionalism and efficiency.
- Assisted with budget management, expense tracking, and financial reporting, showcasing analytical skills and attention to detail.
- Supported project management initiatives, coordinating activities and facilitating communication among team members.
- Utilized various software applications for data entry, reporting, and information management, demonstrating technological proficiency and adaptability.

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WORK EXPERIENCE

ADDITIONAL EXPERIENCE

- **Clerical Associate**, McLeod Physicians Associates (2020)
- **Specimen Collector/Office Assistant**, ArcPoint Labs (2017-2018)
- **Call Center Representative**, Seneca Promotions (2016-2017)
- **Processing Specialist**, Assurant Specialty Properties (2013-2015)
- **Hostess/Server/Expeditor/Manager**, Various Restaurants (2010-2013)