

Kristine R. Hall

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Career Summary

CORPORATE TRANSACTIONS PARALEGAL | ROCK CITY CONSULTING SERVICES, LLC

/DECEMBER 2019 - PRESENT

- Corporate Transactions Paralegal with superior attention to detail and working knowledge of Corporate and Residential operations with over 25 years of experience in the finance industry.
- Excellent oral and written communication skills with strong organizational abilities. Manages time effectively remotely as an independent and/or within a team setting. Exercises good judgment and uses expertise in decision-making.
- Maintains focus and effectively communicates project status. Familiarity with legal documents; contracts and finance forms. Provides coordination efforts with respect to documentation and closing of real estate transactions, including sales, purchases, leases, and financing. Conducts public Federal, State, and Local records requests, Governance related function, e-filings, and due diligence investigations.
- Serves as liaison between customers, attorneys, borrowers, managers, and third-party vendors. Drafts and reviews contracts, bank documents, closing disclosures, deeds, and transfer documents. Provides Notary Public, Mobile Notary and E-Notary expertise.
- Finalizes disbursement and shipping reports, payment receipts, document management and archiving.
- Utilizes Microsoft Office Suite and Teams, Google Suite, Zoom, Adobe Acrobat Reader Pro DC, Box, Dropbox, and Pavaso Signing Software.

MERGERS & ACQUISITIONS, CORPORATE REAL ESTATE, AND COMMERCIAL TRANSACTIONS PARALEGAL | FRIDAY, ELDREDGE, & CLARK, LLP

/NOVEMBER 2017 - DECEMBER 2019

- Provided legal assistance to seven managing partner attorneys within the firm, along with legal support to three associate attorneys. Specialized in mergers and acquisitions, corporate real estate, commercial transactions, with knowledge in lease negotiation, financing options, lending requirements, corporate formations and maintaining corporate minute books.
 - Highly organized individual exhibiting strong written and verbal communication skills, professionalism, and project management abilities. Tracked case from initial contact through closing, facilitated transactions between attorneys, buyers, sellers, and third-party vendors. Utilized time management, demonstrated self-discipline to work independently and/or flexibility to work within a team setting.
 - Reviewed real estate contracts, loan applications, credit reports, title reports, closing disclosures/HUD-1, appraisals, and legal descriptions. Requested zoning plans, historical requirements and building code evidence.
- Ordered appraisals, surveys, title work, and blueprint reprographics. Drafted real estate contracts, closing timelines, easements, notes, mortgages, lease/rental agreements, and closing transcripts.
- Maintained records, prepared meeting notices, license applications, stock certificates, UCC's, merger and dissolution agreements, amendments, and withdrawals. Monitored financial transactions, service of process and corporate proceedings. Prepared organizational and legal

documents to form corporations, limited liability companies, trusts and partnerships. Utilized Microsoft Office, File Site, Adobe, iScanner, Dropbox, Google Maps, and Elite Webview.

POST-CLOSING COORDINATOR | FIRST ARKANSAS BANK AND TRUST

/NOVEMBER 2016 - OCTOBER 2017

- Performed post-closing duties in compliance with Bank regulations and policies.
- Monitored Encompass pipelines in a proactive manner. Reviewed closed loan documentation. Provided timely follow up on suspended or missing items. Documented all communication and notes in the system for accurate reporting.
- Maintained close communication with Investors, Settlement Agents, Operation Teams and Management to ensure proper and timely fulfillment of all responsibilities. Processed loan department teller transactions including balancing work and escrow accounts. Reviewed various daily/monthly routine reports for accuracy and prepared proofs/reports. Filed correspondence, payment receipts, and other account related documents.
- Provided outstanding customer service via inbound and outbound customer service calls and email in an efficient, professional manner, and updated loan status.

PROFESSIONAL SIGNING AGENT | SIGNATURE SERVICES OF ARKANSAS

OCTOBER 2010 - NOVEMBER 2016

- Created a flexible schedule accommodating closing appointment at client homes, places of employment or vendor offices.
- Negotiated contract fees. Created marketing strategies and utilized social media and networking sites.
- Processed applications, escrow analysis, accounting operations. Printed documents via Swiftview, Adobe, Vision Docs, and Dropbox applications. Ordered outside services upon request: Appraisal, Flood Certification, Pest, Home Warranty
- Effectively communicated status of loan process between client and vendor. Processed and closed 4-8 loan closings weekly. Home Equity Line of Credit (HELOC) 1st, 2nd, Refinances, VA, Piggyback, Reverse, consolidation, and general field inspections.

OFFICE MANAGER | CLOSING SOLUTIONS OF ARKANSAS

JANUARY 2000 - SEPTEMBER 2010

- Managed employee daily office routines presented business operation updates to owner.
- Scheduled appointments, processed, and closed local loan transactions. Communicated with lenders, title companies, signing services regarding loan process. Gathered required documentation.

Education

GRADUATE PROGRAM | UNIVERSITY OF ARKANSAS- LITTLE ROCK

Master's Degree in Professional and Technical Writing GPA 4.00

Recipient of the Clarence and Judy Albers Graduate Scholarship

BACHELOR OF SCIENCE | FALL 2017 | ARKANSAS STATE UNIVERSITY

Interdisciplinary Studies with concentrations in Criminal Justice, Health Management, and Communication GPA 3.85

Recipient of the Arkansas Challenge Scholarship

DIPLOMA | MAY 1993 | POTTSVILLE HIGH SCHOOL
Advanced Placement - Academic Honors
Recipient of the Tyson Foods Academic Scholarship

Certifications

Licensed Arkansas Real Estate Professional 2022
Licensed Notary Public for the State of Arkansas since 2001
National Notary Association certified and background-screened notary signing agent certification.
Pavaso software certified since 2019
Certificate of Telework Communications – United States Small Business Administration

Publications

National Notary Association - The National Notary Magazine

Lewis, M. (2017) ALTA Best Practices and What They Mean for Notary Signing Agents – Interview, January Issue.

Associations

Arkansas State University Alumni Association
National Notary Association
International Right of Way Association
National Association of Legal Assistants
State of Arkansas Fraternal Order of Eagles, Auxiliary - Past State Trustee
State of Arkansas Fraternal Order of Eagles, Auxiliary - Past State Trustee
Fraternal Order of Eagles #3928, Auxiliary - Past Madame President
Fraternal Order of Eagles #3928, Auxiliary - Past Madame Chaplain