

PROFESSIONAL SUMMARY

Over eight years of professional experience in the legal field, with business administration and management experience. Ambitious self-starter and leader, effective negotiation and communication capabilities, bilingual in English and Cantonese, and holds a real estate license (in renewal). Strong knowledge of Microsoft Word, Excel, and PowerPoint.

WORK EXPERIENCE

Paralegal, Independent Contractor

Intrepid Law Group – Seattle, WA

Sep 2016 – Sep 2020

- Interview clients to gather liability and damage evidence to support their claim(s) and explain the claims process to them and answer questions that come up.
- Increased internal and external sales by 40% through public relations, such as networking with medical professionals and engaging in and creating events.
- Assist attorneys with real estate planning, escrow accounts, evictions, and family law matters.
- Negotiate personal injury claims with insurance companies – often requiring further negotiation with medical providers and collection agencies.
- Draft closing statements, disbursing funds to clients and balancing account ledgers.
- Compose legal documents such as representation letters, demand letters, summons, and complaints to third parties.
- Manage legal department invoices from outside vendors and perform administrative functions as required.

Leasing Consultant

Rooster Apartments, Thrive Communities Inc – Seattle

Mar 2018 – May 2019

- Led 10+ tours per day of apartment units to prospective tenants and processed move-in paperwork for qualified applicants using Yardi - a property management software system.
- Resolved conflicts between tenants and building management in a midrise residential building and was quickly trusted to handle disputes in multiple additional Thrive Community sites.
- Marketed units online via Craigslist.org and consistently followed up with leasing prospects to fill units.
- Engaged in Thrive Communities Leadership Club and actively networked with colleagues to grow knowledge and leadership potential.

Business Operation Department Intern

Thrive Communities Inc – Seattle WA

Jan 2018 – May 2019

- Assisted Regional Managers and corporate team members with marketing, presentation and administrative projects.
- Implemented PowerPoint presentations in marketing and tracked online reviews for over 60 commercial properties.
- Investigated costs, rebates, and trash disposal analysis to the Vice President, and Community Managers.
- Researched and then implemented rebates incentives that were offered by the City of Seattle, Seattle City Light, and Puget Sound Energy.

Real Estate Broker / Realtor

North America Real Estate Investment Group (NAREIG) – Kirkland, WA

Apr 2017 – Nov 2018

- Advised clients on prices, mortgages, market conditions, and real estate related information in a fast-paced, competitive environment.
- Compared and inspected properties to determine a competitive market price analysis and fair value.
- Took prospective buyers or renters to see commercial and residential properties and consistently followed up with prospects to close the deal, resulting in multiple million-dollar properties leased.

Senior Paralegal

Rozella Law Group – Seattle, WA

Jun 2014 – Aug 2016

- Supervised the preparation of legal documents such as briefs, appeals and contracts, ensuring employees promptly executed the documents.
- Managed 170 caseloads, and prioritized urgent claims with a quick and efficient response.
- Drafted and presented a weekly business presentation to increase internal and external sales by 50%.
- Conducted internal research, collected and analyzed data to streamline reports and organize documents, resulting in resolution of old cases, and improved business practices.
- Trained legal assistants on rules and regulations of the statute of limitations for personal injury claims and supported them throughout the claims processes.
- Filed and recorded judicial decisions and negotiated settlements.

Marketing Director / Paralegal

Law Office of Robert C. Musshel, LLC – Seattle, WA

Apr 2011 – Nov 2015

- Developed and implemented the organization's marketing strategies to increase sales by 30%
- Managed cases and took a lead support role in the firm's complex litigation matters.
- Supervised and mentored four junior team members in the details and implementation of the claims process.
- Worked with clients on the initial claim processed, which included obtaining accident information, accident reports, medical records, outstanding invoices, and Personal Injury Protection (PIP) policy.
- Communicated with clients/doctors for immediate needs and treatment monitoring.
- Negotiated and reduced clients' medical expenses up to 75%.

EDUCATION

Master of Science in Real Estate (MSRE) – University of Washington, Sept 2020 to Present

Bachelor of Applied Science (BAS) in Sustainable Building Science Technology (SBST) – South Seattle College, Jun 2019

Associate of Arts Degree in Business Information Technology (BIT) – Seattle Central College, Jun 2017

SOCIAL LINKS

<https://www.linkedin.com/in/shanty-wu-27a661139/>

VOLUNTEER

Mock Trial Coach at Jefferson Community Center – Seattle, WA

Aug 2019 – Feb 2020