

Joshua Forman

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Web version]

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EDUCATION

Fairleigh Dickinson University, Madison, NJ
Paralegal Studies Program/A.B.A. Approved
Certificate of Completion May 2009

Northeastern University, Boston, MA
Undergraduate studies in Linguistics 1995-2000

EMPLOYMENT

Murano & Roth LLC. Oradell, NJ – General practice law firm
2009 Intern

- Prepared checklists of client responsibilities in divorce cases
- Archived closed files
- Prepared discovery demands

Forman Mortgage Co. Denville, NJ – Investment property mortgage broker
2006-2008 Analyst

- Gathered data on potential clients
- Developed loan tracking system in FileMaker Pro
- Prepared documents required in loan submission

LandWare, Inc. Paramus, NJ – Consumer software development for mobile
devices

2000-2006 Technical Support Specialist

- Provided technical support to customers via phone & email
- Solved technical issues for customers and co-workers
- Resolved customer complaints
- Developed and Implemented bug-tracking system in PHP
- Implemented and maintained support tracking systems

MCDHH, Boston, MA – State agency for deaf and hard of hearing citizens
March 1997-June 1997 Referral Intern

- Redesigned office reference sources
- Communicated interpreter request status to requestors

SKILLS

Computer: Microsoft Office, FamilySoft, EasySoft HUD-RESPA, Summation,
LEXIS, Westlaw, WWW, E-mail, FTP, HTML, PHP, MySQL, FileMaker, Mac OS