

## **Anna Marie G. Perez**

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## **Objective**

A dedicated and organized **Paralegal/Legal Assistant** with experience in drafting legal documents, notarization, administrative tasks, and client communication. With a strong background in **real estate legal and administrative support**. I am highly proficient in legal research, document preparation, scheduling, and digital tools like Microsoft Office and Google Workspace.

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## **Professional Experience**

### **Paralegal/Administrative Staff | Gaisano Capital Group of Companies**

*April 2023 – Present*

#### **Key Responsibilities & Achievements**

- Manage tenant concerns for the mall and condominium residents, ensuring smooth communication between legal counsel, clients, and tenants.
- Draft legal documents such as judicial affidavits, demand letters, reply letters to tenants, and other correspondence requiring legal attention.
- Assist in scheduling and organizing legal appointments and meetings for the corporation's legal counsels.
- File and monitor ongoing legal cases related to tenant disputes, property management, and corporate legal matters.
- Coordinate with internal teams and external parties for the efficient resolution of legal matters.

### **Board of Trustee (Treasurer) | Cebu City Soho Condominium Corporation**

*June 2023 - Present*

#### **Key Responsibilities & Achievements**

- Serving as a member of the Board of Trustee, specifically as the Treasurer for the homeowners' association as the representative of the company.
- Mainly handles unit owners' concerns as part of the association of homeowners.
- Member of the decision making body of the condominium corporation.

## **Board of Trustee (President) | One Pavilion Place Condominium Corporation**

*May 2023 - Present*

### **Key Responsibilities & Achievements**

- Serving as the President of the condominium corporation, representing the company.
- Mainly handling unit owners' concerns as one of the decision making body.
- Coordinates with the Property Management Office in addressing unit owners' needs and concerns.
- Oversees and coordinates with the Property Management Office with respect to the annual reports, especially financial reports during the Annual General Assembly.

## **Paralegal/Office Clerk | Restauro Law Office**

*May 2022 – December 2022*

### **Key Responsibilities & Achievements**

- Supported attorneys with administrative tasks, including organizing files, client communications, and document management.
- Drafted and reviewed legal documents including contracts, affidavits, and pleadings.
- Performed notarization of documents as required.
- Managed legal case filings and tracked deadlines to ensure compliance.

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## **Education**

### **Juris Doctor | 4L (In Progress)**

University of Cebu – Banilad Campus, Cebu City | *August 2022 – Present*

### **Bachelor of Arts in Political Science (Cum Laude)**

Cebu Normal University, Cebu City | *2018 – 2022*

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## **Skills & Experienced Tools**

- **Legal Document Drafting & Notarization:** Expertise in creating and preparing judicial affidavits, contracts, demand letters, and legal correspondence.
- **Case Management & Filing:** Proficient in organizing and tracking legal cases, ensuring timely filings and document submissions.
- **Client Communication & Liaison:** Experience in managing communication between clients, legal teams, and third parties, ensuring clarity and efficiency.
- **Administrative Support:** Highly skilled in handling scheduling, data management, and other administrative tasks for legal departments.

- **Technology Proficiency:** Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Drive), and Canva.
  - **Languages:** Fluent in English, Filipino, and Cebuano.
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## References

### **Jose Viscara**

*Family Friend*

Municipal Engineer, Hilongos, Leyte LGU

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### **Jee Claire A. Altero**

*Friend*

Teacher, Saint Theresa's College of Cebu

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