

Jessica Ramirez

Los Angeles, CA | (555) 123-4567 | jessica.ramirez@email.com |
[linkedin.com/in/jessicaramireznotary](https://www.linkedin.com/in/jessicaramireznotary)

Professional Summary

Detail-oriented and customer-focused California Notary Public with over 5 years of experience providing notarization services for real estate, legal, financial, and healthcare documents. Skilled in identity verification, loan signing support, document preparation, and maintaining strict compliance with state notarial laws and regulations. Recognized for professionalism, accuracy, confidentiality, and exceptional client service.

Core Competencies

- California Notary Public Commission
- Loan Signing & Mortgage Documents
- Identity Verification
- Jurats & Acknowledgments
- Mobile Notary Services
- Document Authentication
- Customer Service
- Recordkeeping & Journal Maintenance
- Fraud Prevention
- Time Management

Professional Experience

Mobile Notary Public | Golden State Signing Services – Los Angeles, CA
2021 – Present

- Conduct notarizations for mortgage loan packages, affidavits, powers of attorney, and estate planning documents.
- Travel to client locations to provide reliable and convenient mobile notary services.
- Verify signer identities and ensure compliance with California state notarial laws.
- Maintain accurate notary journals and safeguard sensitive client information.

- Collaborate with escrow officers, lenders, and attorneys to ensure timely document execution.

Administrative Assistant / Notary Public | Westview Legal Support – Burbank, CA
2018 – 2021

- Provided notarization services for legal affidavits, declarations, and settlement agreements.
- Assisted attorneys and clients with document preparation and filing procedures.
- Managed scheduling, records, and confidential documentation for the office.
- Reduced document processing errors through careful review and quality control.

Education

Associate of Arts in Business Administration
Santa Monica College – Santa Monica, CA

Certifications & Licenses

- California Notary Public Commission – Active
- National Notary Association (NNA) Certified Loan Signing Agent
- Background Screened & Bonded

Technical Skills

Microsoft Office Suite | DocuSign | NotaryAct | Adobe Acrobat | Scheduling Software | CRM Systems