

Brenda Stone dba Tex Notary – Independent Notary Signing Agent / Litigation Agent

I Seek...

- Public Record Research Contract Positions – Courthouse Runs and Filings
- Contract relationships with attorneys, title companies, real estate professionals and lenders
- Temporary projects
- Assignments for loans signings or to perform other services below...

My Services...

- Loan Signing Agent Certified by NNA
- Inspections (Non-Licensed)
- Litigation Support Agent – On site Notary
- Subpoenas for Medical Records
- Data entry
- Courthouse Recordings and Records Retrieval/Searches
- Other projects which fit my profile (See my Resume for more detail.)

State of Art Web Technology-eDoc Portal

- Paid Portal User: **RealEc.com** *see user: texnotarymain*
- eFax 877-548-2536
- eMail: agent@texnotary.com
- Website: TexNotary.com Order online or call/fax

Technology

- HQ 5 megapixel Sony with Zoom Lens
- Fast Cable Modem
- Fast Desk and Laptop Computer (wireless card in laptop)
- Pocket PC with storage for Inspections and down/up loading forms
- PCL 5e and 6 Printers – HP 3015 – back ups
- Canon Laser Copier / Printer – Legal and Letter – Imageclass
- Notary Public - State of Texas – County of Brazos
- Errors and Omissions Insurance \$35,000 Western Surety
- eFax
- eMail
- Adobe Acrobat and Illustrator
- Windows XP – Office 2003 XP

Average Fees - These Amounts are based on one job – but for upfront additional promised assignments we can negotiate:

- Payments Accepted: Cash. Checks. Mastercard/Visa/Amex. Monthly Accounts: I can bill monthly or invoice as necessary
- Travel Cover a 75 mile radius. No charge for travel inside Brazos County.
- Out of Brazos County is about .40-.50 cents per RT mile.
- Base fee for Loans is \$60 – \$75 depending on package.
- eDocs \$25 - \$50 per set
- If you want a list of companies, please advise. 50+ loans with no problem.
- Courier - \$25 per run and one stop in Brazos County – Refer to travel above
- Notary run – one document is \$25 trip fee plus \$6 per stamp. for Brazos County / Refer to travel above.
- Full-time – 24/7 including most holidays at no extra charge
- Inspections – industry standard. Minimum \$25.00
- Subpoenas - \$40 for Brazos / Refer to travel above. Courthouse filing / records retrieval– usually around \$25 plus travel - Brazos County / Refer to travel above.

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877-548-2536 TexNotary Fax

979-739-2690 Home Phone
Agent@TexNotary.com
www.TexNotary.com

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Summary Independent agent seeks contract / temporary projects utilizing my background

Legal Assistant / Contract Legal Secretary (Real Estate / Probate) Skills
Mortgage Processing and Servicing Loans - Notary Public – Mobile Notary – Certified Loan Signing Agent
Inspections (Non-Licensed) and HQ Inspection Photography - Research - Courthouse Public Records
(In person – Online - Real Estate - Criminal – UCC – Property – Civil) - Research – Demographics / Marketing Data for Economic Development
Writing – Desktop Publishing of Brochure Narrative / Business Correspondence / News letters / Press Releases

Experience Self-Employed 1998 – 2004 Independent Agent

Full-time self-employment as Inspector, Independent Notary Agent - Independent Litigation Agent -Online Seller of vintage books and paper items - Affiliate Marketer of pharmaceutical sites and other products and services

Accomplishments or Additional Information

- Intensive Franklin-Covey Coaching Course Completion (First Things First) in 2003
- Utilize Franklin Planner System (15 years) for Goal Setting,
- Scheduling -Set Objectives for each day's projects or assignments
- Developing simple websites, marketing tools and newsletters for marketing or agent work purpose as needed
- 20 hours of core coursework toward Bachelor Degree
- Title Abstractor Course in Progress
- Technical Hardware ability – above average
- MS Office XP 2003 Above Average Proficiency – Build custom database for web interactivity as needed with MS Access – Light Perl programming
- Utilize Adobe Acrobat, Illustrator, Quicken, MindJet Mind Manager X5
- Utilize Pocket PC for Inspection Reporting

Brazoria County Economic Development 1985-1987 and 1994-1998 Executive Assistant

I worked for this non-profit at start-up and was called back when they found out I was available to work. I went back to be a contractor for projects and it developed into full-time duties as assistant to President and Executive Vice President. My husband and I married and he took a job as city manager in another town. Contact former boss, Natalie McIntyre, Executive Vice President at 979-297-9899 or Bill Oelfke, retired President, at his home number of 979-297-6364 Either can give you a report on me. If you want to contact the corporation to verify employment, try to contact

- Research and Update Demographics and Marketing Data for Non-Profit Group marketing pieces and websites (some in each periods there, no website in first time working there.)
 - Publications authoring (desktop publishing) using PageMaker or MS Publisher for brochure narrative, business correspondence, newsletters, press releases (both periods there)
 - Grant applications for small grants to develop a site and building database equipment (HQ scanner and printer)
 - Community marketing and development formal training
 - Volunteer to start-up community programs as needed outside of work to enhance relationships between communities and organization
 - ArcView GIS Training (2 days)
 - All financial records and reporting, audit assistance to auditor, banking and Monthly, Quarterly, Annual Reporting, Payroll, tax deposits
 - Event planning; Membership database development, membership drives, event planning
 - Board of directors I worked with were general management of sizeable companies such as Dow Chemical USA – Freeport Division, BASF, Rhone-Poulenc, City officials, or executive staff. Utility companies and other membership supported organizations.
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Attorney at Law – Tom McMichael, Deceased 2000 or 2001¹

1988-1994 Legal Assistant for Real Estate and Probate attorney.

- Mr. McMichael was the premier probate for contested cases. We had at least two of those at all times. I drafted familiar pleadings or transcribed pleadings for attorney – he was ill a great deal .
- Set ticklers, interacted with clients. Billing and banking, payroll. --Prepared courthouse runs, filing, preparation of fees and documents to comply with instructions.
- With clients I inventoried properties of decedents; if we were to sell the real property first we ask for permission to survey, and to hire an appraiser. Once approved, we presented appraisal and survey to get approval to hire real estate agent and list the property. Once the sale was under contract, I called the title company for them to open title. It was up to me to present the title company with all bills of the estate if applicable, including real estate approved fees, appraiser's fee, survey fees, attorney fees and other bills of the estate which were unpaid.
- Prepared Inventory, Appraisal and List of Claims, Executor's Deeds, Closing Affidavits.
- Prepared real estate transaction docs using software from the State. Re-typed metes and bounds if needed for exhibits. Once all real estate docs were signed I was responsible for filing in compliance with property records clerk.
- Prepared wills and trust documents.
- Notary work was daily. Supervised two employees.

Burnet Savings and Loan – Burnet Texas (Closed) ²1982 – 1984 Mortgage Loan Processor

Collected borrower data in one to one meeting and had them go over URLA. I told them the documents they would need to be approved and had them execute appropriate credit release; interfaced and collected data from the creditors. Determined best method for loan approval. Prepared loan applications and the information which was needed to review criteria for the approval of the same. Three (3) days training by FannieMae in Lubbock. Serviced mortgage loans and did the escrow review. Was supervised by mortgage loan officer who did the final decision on numbers, presented to board and opened title. Was recommended to be the officer at Leander, Texas branch 35 miles away but I had a baby that was two years old and I needed to move closer to my support system and family when he had some health problems . I resigned.

Education Approximately 59 hours toward Bachelor of Science degree which I continue as I can. My goal is to finish by the time I am 50 – 2008. Attended Brazosport College and Blinn College/Bryan Campus.

Interests: Widowed in 1999, and I have always had personal goals of entrepreneurial nature which I am pursuing and it takes up the bulk of my time to market and find positions that meet my goals financially. I make lye soap as a hobby and work in flower beds. Enjoy art, reading, music and writing and going to college.

VITAL INFO: 09/12/58, Excellent Health, Marital Status: Widow

¹ (For verification of employment and duties contact Judge James Blackstock, his partner who is now on the bench. Address: Brazoria County Courthouse, Angleton, Texas 77515 979-849-5711 x1607) (During 1988-89 I was an independent contractor and worked for judges when they needed someone to sit in for court coordinators since McMichael did not pay me as much as they did. Mr. McMichael needed me to fill the position in his office full time because he trusted me to manage things so I gave up my independent status. As part of the deal, he allowed me to use his fax to take orders at his office. We became good friends, so I did public records research for three years for background checkers and media while working for Mr. McMichael. I usually did it in the 1-1.5 hours it took at lunch time. I had a business that paid me around \$800 - \$1000 working at lunch at \$5 -\$20 per name search. Mr. McMichael became too dependent on me at the end of 7 years because of his illness, the medication and my ability to get the job done for him. I had to cease my work there – it was impossible to continue after I relocated employment and I did not think I spend the time needed to make the business grow.)

² (For verification of employment and duties contact Barney Baker – Camp Longhorn, Burnet Texas 78611 512-793-2811. He was mortgage committee chairman, owner and general board member.)