

RANDY L. YORK

▶ 65 W. Putnam ▶ Porterville, CA 93257 ▶ cell 559-789-2693 primemservices@yahoo.com
469 Lemonwood Avenue, Tulare Ca 93274

BUSINESS EXPERIENCE

Prime Mediation Group 65 W. Putnam, Porterville, CA 93257 2005 - 2014

Business Services 263 N. 3rd St., Porterville, CA 93257 1- 2006 thru current

- ▶ Mediation Services, specializing in family law, School system disputes, real estate, small claims, property disputes.
- ▶ Legal Document Assistant
- ▶ Processing unlawful detainers, divorce, small claim actions. Insurance settlements. Educated in legal Typing procedures.
- ▶ Expungement Orders
- ▶ Bankruptcy Chapter 7
- ▶ Prepared Unlawful Detainer Complaints for Attorney: Steven Silver Porterville, and Andre Gaston Visalia
- ▶ Varies Property Management Companies and private owners

Title of Position

Royalty Property Management 263 N. 3rd Suite #113 Porterville, CA 2-2005- 2013

- ▶ Property Management Operations
 - ▶ Dispute Resolutions between Tenants and Owners
 - ▶ Management of approximately 200 to 600 property/s overseen complete management operations
 - ▶ Detail processing of Monthly and Leasing Agreements with Broker supervision and written clearance
 - ▶ Inspections with Tulare Housing Department to determine if units were habitable. Very confident in housing laws
 - ▶ Auditing of records to prevent court issues arising .
- Certified [process server

EDUCATION

- ▶ Stratford Carrier Institute
Para Legal Services April 2004
- ▶ Mediation.com 2005
- ▶ San Joaquin Valley College of Law w/ BBB (Basic Mediation -26 hours) November 2012 Fresno, California
- ▶ BBB-Location San Joaquin Valley College of Law (Advanced Mediation 32 hrs) March 2014
Fresno, California

Written recommendations upon requests