Natosha Stewart

Corpus Christi, TX | 361-960-6210 | natoshastewart3@gmail.com

Legal Administrative Assistant | Notary Public | Records & Compliance Specialist

Professional Summary

Detail-oriented administrative professional and independent business owner providing field documentation, records verification, and secure data management services for financial and real estate clients. Experienced in handling sensitive documentation, verifying information accuracy, and maintaining strict confidentiality standards. Commissioned Texas Notary Public with expertise validating legal instruments and identity verification. Currently pursuing a Bachelor's degree in Law & Policy through the Liberty Mutual Pre-Law Program while transitioning into the legal field. Known for professionalism, organization, and the ability to manage complex documentation workflows with precision.

Core Skills

Legal Document Handling
Administrative & Secretarial Support
Confidential Information Management
Records Verification & Compliance
Scheduling & Workflow Coordination
Document Review & Accuracy Verification
Filing, Scanning & Records Organization
Professional Correspondence
Microsoft Excel & Google Workspace
Financial & Property Documentation

Professional Experience

Owner / Independent Contractor – Field & Records Services
Corpus Christi, TX | 2024 – Present
Provide independent professional services for financial and real estate clients including document verification, records management, and field documentation.
Ensure absolute accuracy and compliance when handling sensitive financial and legal documentation.
Coordinate complex documentation workflows and resolve discrepancies to maintain data integrity for reporting.
Apply expertise as a commissioned Notary Public to validate and authenticate legal instruments.
Manage professional communications, scheduling, and operational logistics to consistently meet strict deadlines.
Maintain organized digital records, documentation files, and reporting materials used for compliance and review.

Licenses & Certifications

Texas Notary Public (Active)
Life Insurance License
Patient Care Technician Certification

Education

Bachelor of Arts – Law & Policy (In Progress)
Liberty Mutual Pre-Law Program

Coursework Completed
Barton County Community College
Del Mar College