

Maricris B. Malbasias

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Professional Summary

Experienced Public Records Researcher & Lien Search Analyst with a strong background in UCC, Tax Lien, and Judgment searches.

Skilled in retrieving, analyzing, and organizing public records from government portals and third-party databases. Adept at creating

accurate and detailed reports for clients while ensuring compliance with legal and regulatory standards. Strong ability to work

independently in a remote, non-voice role, with a keen eye for accuracy, data verification, and confidentiality.

Core Skills

- Public Records Research - Expertise in UCC, Tax Lien, and Judgment searches.
- Data Retrieval & Verification - Gathering and analyzing records from Secretary of State portals.
- Report Preparation - Compiling detailed and structured reports for clients.
- Attention to Detail - Ensuring accuracy, compliance, and data integrity.
- Remote Work Efficiency - Highly disciplined and organized in a work-from-home setup.
- Confidentiality & Compliance - Adhering to legal regulations and maintaining data security.

Professional Experience

Fenestra Virtual Solutions | Ormoc City, Philippines

Team Leader / Quality Assurance (November 2020 - Present)

- Supervised a team of researchers conducting UCC, Tax Lien, and Judgment searches.
- Trained new hires on record retrieval, database navigation, and reporting standards.
- Reviewed search results for accuracy and compliance before submission to clients.
- Ensured efficient workflow and task delegation, improving turnaround time.
- Communicated with clients via email to address search requests, clarifications, and issues.

Public Records Research Specialist

- Conducted public record searches through government and third-party databases.
- Gathered and organized court filings, liens, and entity records with accuracy.
- Created detailed and structured reports based on research findings.
- Worked efficiently in a remote, non-voice setup, meeting strict deadlines.

- Ensured data security and compliance with legal and industry regulations.

Education

Bachelor of Science in Information Technology

Eastern Visayas State University, Ormoc City, Philippines (2019-2020)

Technical Skills

- Public records research tools (Secretary of State portals, PACER, legal databases)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Order & case management systems
- Data entry & verification
- Report writing & documentation

Work-from-Home Readiness

- Reliable internet and professional remote setup
- Proven ability to work independently in a non-voice role
- Strong time management and attention to detail

References

Available upon request.