



Michael ANDERSON

TITLE RESEARCH ASSISTANT

Dedicated and knowledgeable Land Title Verification Specialist with a focus on residential real estate transactions. With over 5 years of experience in the field, adept at conducting thorough title searches and preparing detailed reports for clients. Strong communication skills facilitate effective collaboration with clients and real estate professionals, ensuring a seamless transaction process.

CONTACT

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- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Title Searches
- Client Communication
- Documentation
- Team Collaboration
- Problem Solving
- Research Skills

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION, REAL ESTATE
FOCUS, UNIVERSITY OF TEXAS, 2016**

ACHIEVEMENTS

- Recognized for outstanding performance as an intern with a letter of commendation.
- Contributed to a 15% increase in client satisfaction ratings.
- Participated in community workshops to educate homeowners on title issues.

WORK EXPERIENCE

TITLE RESEARCH ASSISTANT

Homebuyers Title Agency

2020 - 2025

- Assisted in conducting title searches for residential properties.
- Compiled and organized title reports for client review.
- Communicated findings to clients and real estate agents promptly.
- Maintained accurate records of title documents and correspondence.
- Supported senior examiners with complex title issues.
- Participated in training sessions to enhance industry knowledge.

REAL ESTATE INTERN

City Realty Group

2015 - 2020

- Conducted preliminary title searches under supervision of senior staff.
- Assisted in preparing documentation for real estate closings.
- Learned to identify common title issues and potential resolutions.
- Shadowed legal professionals to gain insights into property law.
- Developed an understanding of client service in real estate.
- Created a database of local property records for team use.