

# MICHAEL ANDERSON

Law Clerk

- San Francisco, CA
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Proficient law clerk with a focus on real estate law, specializing in transactions and litigation. Demonstrates a thorough understanding of property laws and regulations, providing essential support to legal teams in various real estate matters. Exhibits strong analytical skills and attention to detail, ensuring accuracy in documentation and compliance with legal standards.

## WORK EXPERIENCE

### Law Clerk | Real Estate Law Partners

Jan 2022 – Present

- Assisted in drafting real estate contracts and agreements.
- Conducted research on property law and zoning regulations.
- Reviewed title documents and conducted title searches.
- Collaborated with clients to gather necessary information for transactions.
- Participated in negotiations for property acquisitions and sales.
- Maintained organized files and records of real estate transactions.

### Intern | Community Housing Advocates

Jul 2019 – Dec 2021

- Supported attorneys in housing law issues and tenant rights advocacy.
- Assisted in preparing legal documents for housing disputes.
- Conducted research on local housing laws and regulations.
- Engaged with clients to provide legal information and support.
- Maintained accurate records of client interactions and case progress.
- Participated in community workshops on housing rights.

## SKILLS

real estate law

contract drafting

title search

client communication

negotiation

legal research

## EDUCATION

### Bachelor of Arts in Political Science

2020

University of Florida

## ACHIEVEMENTS

- Successfully facilitated numerous real estate transactions with minimal disputes.
- Recognized for excellence in client service by senior attorneys.
- Developed a comprehensive guide for clients on real estate transactions.

## LANGUAGES

English

Spanish

French