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SKILLS

- real estate law
- contract negotiation
- document drafting
- title research
- client relations
- transaction management

EDUCATION

BACHELOR OF ARTS IN REAL ESTATE STUDIES, UNIVERSITY OF NORTH TEXAS, 2015

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully facilitated over 100 real estate transactions with a 98% client satisfaction rate.
- Recognized for outstanding performance in contract negotiations.
- Contributed to the development of a training program for new legal assistants.

Michael Anderson

REAL ESTATE LEGAL ASSISTANT

Proficient legal assistant with a specialization in real estate law, bringing a wealth of experience in property transactions and contract negotiations. Demonstrates a comprehensive understanding of real estate regulations and the intricacies of property law. Proven ability to draft and review real estate documents, ensuring compliance and accuracy. Recognized for exceptional negotiation skills and the ability to foster positive relationships with clients and stakeholders.

EXPERIENCE

REAL ESTATE LEGAL ASSISTANT

Landmark Realty Law

2016 - Present

- Drafted purchase agreements, leases, and closing documents for real estate transactions.
- Conducted title searches and reviewed title insurance policies.
- Facilitated communication between buyers, sellers, and real estate agents.
- Organized and maintained real estate transaction files.
- Coordinated with lenders and title companies to ensure timely closings.
- Assisted in preparing for closings, including the organization of documents.

LEGAL ASSISTANT

Metro Property Law Firm

2014 - 2016

- Supported attorneys in real estate litigation and dispute resolution.
- Assisted in drafting legal documents related to property disputes.
- Conducted research on real estate laws and regulations.
- Managed case files and maintained compliance with court procedures.
- Engaged in client interactions to address concerns and provide updates.
- Participated in team discussions regarding case strategies.