



# Michael

## ANDERSON

### REAL ESTATE PARALEGAL

Proficient Paralegal with over seven years of experience in real estate law, adept at managing transactions and providing comprehensive support to legal teams. Demonstrates a deep understanding of property law, contracts, and regulatory compliance issues. Known for exceptional negotiation skills and the ability to foster strong relationships with clients and stakeholders.

#### CONTACT

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- 📍 San Francisco, CA

#### SKILLS

- real estate law
- transaction management
- compliance
- document preparation
- client relations
- negotiation

#### LANGUAGES

- English
- Spanish
- French

#### EDUCATION

**ASSOCIATE DEGREE IN PARALEGAL STUDIES, STATE UNIVERSITY**

#### ACHIEVEMENTS

- Successfully facilitated over 200 real estate transactions with zero compliance issues.
- Recognized for exceptional performance in client satisfaction surveys.
- Implemented a new tracking system that improved transaction efficiency by 30%.

#### WORK EXPERIENCE

##### REAL ESTATE PARALEGAL

Landmark Legal Services

2020 - 2025

- Managed the preparation and review of purchase agreements and closing documents.
- Conducted title searches and resolved title issues prior to closing.
- Coordinated with clients, lenders, and real estate agents throughout transactions.
- Assisted in drafting lease agreements and other property-related documents.
- Maintained detailed records of transactions and communications.
- Ensured compliance with state and federal real estate regulations.

##### PARALEGAL

Realty Law Group

2015 - 2020

- Supported attorneys in residential and commercial real estate transactions.
- Prepared and filed legal documents related to property transfers.
- Assisted in conducting due diligence and property inspections.
- Drafted correspondence to clients and opposing counsel regarding transactions.
- Managed case files and tracked deadlines for closings.
- Provided legal research support on real estate issues.