

MICHAEL ANDERSON

Real Estate Transaction Specialist

- San Francisco, CA
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Results-driven real estate lawyer with a solid foundation in both residential and commercial property law. Known for a strategic mindset and ability to navigate complex legal frameworks, providing exceptional service to clients. Expertise in transaction management, regulatory compliance, and dispute resolution. Committed to achieving optimal outcomes for clients through thorough analysis and effective negotiation.

WORK EXPERIENCE

Real Estate Transaction Specialist | Prominent Law Firm

Jan 2022 – Present

- Managed real estate transactions from inception to completion, ensuring compliance with all legal requirements.
- Drafted and negotiated contracts for residential and commercial properties.
- Conducted due diligence and title examinations to safeguard client interests.
- Represented clients in negotiations and dispute resolutions, achieving favorable outcomes.
- Developed comprehensive strategies for property acquisitions and sales.
- Maintained updated knowledge of real estate regulations and market trends.

Junior Real Estate Attorney | Local Legal Office

Jul 2019 – Dec 2021

- Assisted in the preparation of legal documents for property transactions.
- Conducted legal research to support ongoing cases and client inquiries.
- Engaged with clients to provide updates and address legal concerns.
- Participated in negotiations for lease agreements, ensuring client satisfaction.
- Maintained organized files and documentation for real estate matters.
- Supported senior attorneys in trial preparations and court appearances.

SKILLS

Transaction Management

Legal Compliance

Negotiation

Due Diligence

Client Relations

Legal Research

EDUCATION

Juris Doctor

2015 – 2019

University of Texas School of Law

ACHIEVEMENTS

- Successfully closed over 150 real estate transactions, contributing to firm growth.
- Awarded the Client Excellence Award for outstanding service and results.
- Increased client satisfaction ratings through proactive communication and support.

LANGUAGES

English

Spanish

French