



Michael ANDERSON

LEGAL COORDINATOR

Innovative and detail-oriented Real Estate Legal Coordinator with a profound understanding of real estate law and a proven history of facilitating successful transactions in both commercial and residential sectors. Recognized for the ability to navigate complex legal challenges while providing exceptional service to clients and stakeholders. Possesses a solid foundation in contract negotiation, risk assessment, and compliance management.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Contract Negotiation
- Risk Assessment
- Legal Compliance
- Client Communication
- Document Management
- Project Coordination

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF LAWS (LL.B.),
UNIVERSITY OF TORONTO;
CERTIFICATE IN REAL ESTATE LAW,
RYERSON UNIVERSITY**

ACHIEVEMENTS

- Successfully managed legal processes for transactions totaling over \$30 million.
- Received the Outstanding Performance Award for contributions to team success.
- Implemented a digital filing system that improved document retrieval time by 40%.

WORK EXPERIENCE

LEGAL COORDINATOR

Sunset Realty Advisors

2020 - 2025

- Facilitated legal compliance for over 80 real estate projects, including commercial leases and purchases.
- Conducted risk assessments to identify and mitigate potential legal issues in transactions.
- Drafted and negotiated contracts, ensuring clarity and legal soundness.
- Collaborated with clients and stakeholders to address legal concerns and provide solutions.
- Maintained accurate records of all legal documents and correspondence.
- Participated in training sessions to enhance knowledge of real estate regulations.

REAL ESTATE ASSISTANT

Greenfield Law Group

2015 - 2020

- Assisted in the preparation of legal documents for real estate transactions.
- Conducted title searches and gathered necessary documentation for closings.
- Coordinated with clients and external parties to facilitate smooth transactions.
- Maintained organized files and records for ongoing real estate matters.
- Provided administrative support to attorneys during meetings and negotiations.
- Monitored deadlines and ensured timely completion of tasks.