
Commercial Real Estate Paralegal Resume

Job Objective

Seeking a Commercial Real Estate Paralegal position in an organization where I can apply my experience and efficiently contribute to the company's growth.

Highlights of Qualifications:

- Hands-on experience in handling of commercial real estate property transactions and preparation of legal documents
 - Immense knowledge of commercial real estate acquisition, development, lending and sales
 - Extensive knowledge of real estate industry practices, title and surveys
 - Familiarity with proofreading and evaluation of real-estate legal documents
 - Ability to interact with all clients, coworkers, residents, vendors, and lenders in a positive manner
 - Ability to use Microsoft Office programs and electronic legal resources
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Professional Experience:

Commercial Real Estate Paralegal
The Gordon Group, Little Rock, AR
August 2012 – Present

Responsibilities:

- Handled and closed all commercial RE development, refinancing and permanent loans.
- Composed and submitted loan closing documents and deal closing files for commercial purchase, sale and lease.
- Evaluated commercial RE contracts and checked for compliance issues.
- Conducted lien and bankruptcy searches and updated RE titles online.
- Received bankruptcy filings by borrowers and notified legal counsel, subsequently.
- Developed and maintained positive interactions with lenders and counsel.

Commercial Real Estate Paralegal
Legal Search Solutions, Inc., Little Rock, AR
May 2009 – July 2012

Responsibilities:

- Handled and provided legal assistance to clients and counsel regarding commercial sale of RE properties.
 - Prepared and submitted all required loan documents, mortgage files and deal closing binders.
 - Researched and evaluated RE titles, surveys, policies and agreements.
 - Contacted clients and informed them about deal closing status and date.
 - Monitored and followed up on RE-related post closing transactions.
 - Developed and maintained professional relationships with RE brokers, banks and attorneys.
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Education:

Bachelor's Degree in Paralegal Studies
Dayton Barber College, Dayton, OH

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