
REAL ESTATE LEGAL ASSISTANT RESUME

Objective:

To obtain the position of Real Estate Legal Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

Summary of Skills:

- Excellent technical, organizational, administrative and communication skills.
- Profound ability to exercise independent judgment in business and legal issues.
- Excellent ability to handle a fast-paced environment with tight deadlines and multiple demands.
- Exceptional ability to prioritize and organize workflow
- Ability to prepare, review, and edit documents and correspondence.
- Profound ability to effectively deal with changing priorities.

Work Experience:

Real Estate Legal Assistant
Lenhart Obenshain, Las Vegas, NM
August 2005 to till date

- Administered commercial lease and licensing transactions.
- Conducted legal due diligence in commercial real estate transactions.
- Reviewed incoming documents including licensing and site licensing agreements.
- Ensured to determine appropriate responses and allocation of resources.
- Organized and maintained legal files.
- Assisted the finance department with e-billing system.
- Managed to track and organize shipping documents and materials.

Real Estate Legal Assistant
Codilis & Associates, Las Vegas, NM
May 2000 to July 2005

- Administered communication both in-bound and out-bound.
- Demonstrated exceptional communication skills by drafting documents.
- Administered to set up appointments with clients for signing of documents.
- Handed all their questions and replied courteously and appropriately concerning estates and related queries.
- Ensured appropriate registration and discharge of documents at Land Titles.
- Drafted mortgage documents and dealt with banks as required.

Education:

Associate Degree in Business Administration
University of South Alabama, Mobile, AL

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