

---

## Real Estate Paralegal Resume

---

### Job Objective

To obtain a Real Estate Paralegal position that fully utilizes my experience and abilities.

---

### Highlights of Qualifications:

---

- Hands-on experience in management of real estate property transactions and drafting of associated legal documents
  - Immense knowledge of legal terminology, real estate law, commercial leasing and refinances
  - Extensive knowledge of evaluation of title, surveys and other diligence materials,
  - Proficient in using Concordance, Relativity, and Microsoft Office Suite
  - Ability to work with confidential information and maintain client's privacy rights
  - Ability to interact and liaise with clients, realtors, lenders and attorneys in a professional manner
- 

### Professional Experience:

---

Real Estate Paralegal  
DriveTime, Cleveland, OH  
August 2012 – Present

---

### Responsibilities:

---

- Assisted with loan processing and performed closing activities for RE matters.
  - Prepared and reviewed purchase contracts, agreements, leases, deeds and deal files.
  - Drafted, analyzed and filed legal documents, loan files and case exhibits.
  - Closed all loan deals and RE transactions in a timely manner and handled post loan-closing paperwork.
  - Contacted and liaised with relevant title companies, zoning consultants and property surveyors.
  - Developed and maintained positive working relationships with property sellers, lenders, buyers and attorneys.
- 

Real Estate Paralegal  
Monzingo Legal, Cleveland, OH  
May 2009 – July 2012

---

### Responsibilities:

---

- Conducted due diligence research and negotiation, and assisted with deal closing activities.
  - Prepared and evaluated RE transaction-related files and legal documents.
  - Interpreted and amended title commitments and other related documents, as required.
  - Monitored allocated budget, handled billing activities and prepared financial ledgers.
  - Prepared accurate deal closing packages and followed specified guidelines for RE contracts and property buys.
  - Built and maintained strong professional relationships with RE agents, surveyors, and title companies.
- 

### Education:

---

Bachelor's Degree in Paralegal Studies  
West Valley College, Saratoga, CA

---

[Build your Resume Now](#)