

CHARLOTTE HARRIS

Real Estate Attorney

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced Real Estate Attorney with 5 years in commercial and residential property law. Proficient in drafting and negotiating contracts, managing litigation, and providing strategic counsel to clients. Committed to navigating complex legal frameworks to achieve favorable resolutions and enhance client satisfaction in real estate transactions.

WORK EXPERIENCE

Real Estate Attorney 📅 Feb / 2022-Ongoing
Seaside Innovations 📍 Santa Monica, CA

1. Drafted contracts and supporting documentation for commercial and residential real estate transactions.
2. Managed residential and commercial property closings totaling over \$10 million annually.
3. Oversaw a litigation portfolio valued at approximately \$200,000 per year.
4. Directed communication with clients and lenders for timely production of financial documentation.
5. Evaluated legal liability exposure through comprehensive case reviews.
6. Facilitated funding for cash and lender transactions, ensuring compliance with regulations.
7. Prepared legal documentation for eviction and landlord-tenant actions.

Real Estate Attorney 📅 Feb / 2020-Feb / 2022
Cactus Creek Solutions 📍 Phoenix, AZ

1. Advised real estate professionals on legal matters and industry best practices.
2. Represented lenders in residential and commercial transactions, including lease negotiations and purchases.
3. Reviewed titles and resolved title issues for seamless property transfers.
4. Prepared legal documents for estate planning, including Wills and Powers of Attorney.
5. Managed contested mortgage foreclosure cases, ensuring compliance with state regulations.

EDUCATION

Juris Doctor 📅 Feb / 2018-Feb / 2020
Harvard Law School 📍 Denver, CO
Specialized in real estate law and litigation.



SKILLS



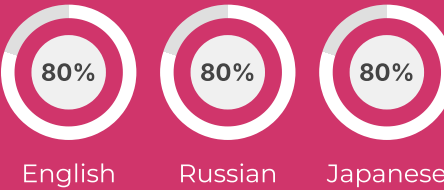
INTERESTS

- 🍺 Home Brewing 🐾 Wildlife Conservation
🐾 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
🔥 Zeal 💡 Ingenuity

LANGUAGES



ACHIEVEMENTS

- ★ Successfully managed real estate transactions worth over \$10 million annually.
- ★ Drafted and negotiated over 200 complex real estate contracts with a 95% client satisfaction rate.