

WILLIAM PEREZ

Real Estate Paralegal

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Driven Real Estate Paralegal with 2 years of experience in managing complex transactions and facilitating smooth closings. Proficient in preparing essential documentation and ensuring compliance throughout the real estate process. Eager to leverage my organizational skills and legal knowledge to contribute effectively within a dynamic legal team.

WORK EXPERIENCE

Real Estate Paralegal

📅 Feb / 2024-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Manage a diverse range of real estate transactions, including commercial sales, residential purchases, and lease agreements, ensuring compliance and accuracy throughout.
2. Oversee the preparation and review of closing documents, including HUD statements and title policies, to facilitate smooth transactions.
3. Assist clients with mortgage financing by reviewing and explaining mortgage documentation to ensure understanding.
4. Coordinate closing schedules with all parties involved, including lenders, attorneys, and clients, to ensure timely completion.
5. Communicate effectively with clients and real estate professionals to maintain strong relationships and ensure satisfaction.
6. Prepare Articles of Organization and Operating Agreements for Limited Liability Companies, streamlining the formation process.
7. Conduct thorough reviews of contract terms and deadlines to mitigate risks and ensure compliance with legal standards.

Real Estate Paralegal

📅 Feb / 2023-Feb / 2024

Summit Peak Industries

📍 Denver, CO

1. Prepare and finalize closing documents for real estate transactions, ensuring accuracy and compliance with legal standards.
2. Assist in the preparation of final title insurance policies upon receipt of original documents.
3. Disburse closing funds following confirmation of recording, ensuring all financial transactions are handled promptly.
4. Provide administrative support in managing schedules and communications related to real estate transactions.
5. Maintain organized records of all closing documentation to ensure easy access and compliance.
6. Communicate with stakeholders to confirm details and facilitate smooth transactions.

EDUCATION

Associate of Applied Science in Paralegal Studies

📅 Feb / 2022-Feb / 2023

City College

📍 Seattle, WA

Completed coursework in real estate law, property transactions, and legal research methods.

SKILLS

Westlaw Research

Ecourts Filing

Nyscef Compliance

Case Management Software



ACHIEVEMENTS

- 🌟 Successfully facilitated over 50 residential and commercial closings, ensuring all legal documents were accurately prepared and filed.
- 🌟 Streamlined the closing process by implementing a new tracking system, reducing closing delays by 20%.
- 🌟 Achieved a 95% client satisfaction rate through effective communication and timely updates throughout the closing process.