




# James Carter


## Experienced Real Estate Legal Assistant Supporting Complex Transactions

Real estate legal assistant with eight years of experience handling property transactions, lease agreements, and title searches. Proficient in drafting contracts, coordinating closings, and ensuring compliance with real estate laws and regulations.

## CONTACT

 (555) 789-2345

 james.carter@email.com

 LinkedIn | Portfolio

 Miami, FL

## KEY SKILLS

- Contract preparation
- Lease agreements
- Property records
- Title searches
- Zoning regulations

## PROFESSIONAL EXPERIENCE

**Real Estate Legal Assistant** | Oceanview Law Group, Miami, FL | May 2019 – Present

- Prepare and review 100+ property contracts annually, ensuring compliance with local and federal real estate regulations
- Conduct title searches and coordinated closings for residential and commercial properties
- Collaborate with brokers, clients, and attorneys to resolve property disputes

**Paralegal Intern** | Coastal Legal Services, Fort Lauderdale, FL | September 2016 – April 2019

- Assisted in preparing lease agreements and property purchase contracts for clients
- Conducted research on zoning regulations and property law updates
- Organized case files and supported attorneys in client meetings

## EDUCATION

**Bachelor of Arts (B.A.) in Legal Studies**

Florida International University, Miami, FL | May 2014

## CERTIFICATIONS

- Certified Paralegal (CP), National Association of Legal Assistants, July 2016
- Florida Title Insurance Agent Certification, Florida Department of Financial Services, June 2016