

Shaketa Steik

Real Estate Paralegal

Details

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(433) 681-8521

123 Maple Street, Boston, MA 02134

Profile

Real Estate Paralegal with 1 year of experience providing comprehensive support in residential and commercial real estate transactions, including drafting, reviewing, and editing legal documents. Proficient in conducting title searches and due diligence, ensuring compliance with regulations, and liaising between clients and attorneys. Detail-oriented and highly organized, with a strong foundation in legal research and a commitment to delivering accurate and efficient results.

Employment History

Real Estate Paralegal at Kopelman and Paige, P.C., MA

May 2023 - Present

- Successfully managed and closed over 100 real estate transactions annually, resulting in a total of \$50 million in property value for Kopelman and Paige, P.C.
- Streamlined the firm's title search and due diligence processes, reducing the average turnaround time by 30% and significantly increasing client satisfaction.
- Developed and implemented a comprehensive training program for new paralegals, improving their onboarding process and reducing the learning curve by 50%.
- Assisted in negotiating and finalizing a high-profile commercial real estate deal worth \$10 million, securing a major client for the firm and boosting annual revenue by 5%.

Junior Real Estate Paralegal at Gilmartin Magence LLP, MA

Jul 2022 - Apr 2023

- Successfully managed the closing process for over 100 residential real estate transactions within one year, ensuring timely and accurate preparation of closing documents, funds disbursement, and post-closing follow-ups.
 - Conducted thorough title examinations for more than 50 properties, identifying and resolving potential issues such as liens, easements, and encroachments, resulting in a 95% issue resolution rate before closing.
 - Streamlined the firm's document management system, reducing document retrieval time by 30% and increasing overall team efficiency in handling client files.
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Education

Associate of Applied Science in Paralegal Studies with a focus on Real Estate Law at Middlesex Community College, Bedford, MA

Aug 2017 - May 2022

Relevant Coursework: Real Estate Law, Civil Litigation, Legal Research and Writing, Contract Law, Property Law, Family Law, Wills and Estates,