

César Cabal

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(123) 456-7890

Atlanta, GA

[LinkedIn](#)

Skilled real estate legal assistant with 13+ years of experience. My expertise in closings, legal documentation, and attention to detail would enhance the legacy of high-quality, trustworthy, consistent work that Morton and Partners is celebrated for.

WORK EXPERIENCE

Milbank LLP - Real Estate Legal Assistant

2010 - current

Atlanta, GA

- Researched property records, including the presence of easements, providing 100% of pertinent information for clients
- Generated online portal system for clients and attorneys, reducing 85% of scheduling and communication inefficiencies
- Coordinated travel itineraries, meetings, and case schedules for 6 attorneys
- Prepared relevant documentation, including closing documents, title commitments, and lien claims

Lassar Hachman LLC - Real Estate Legal Assistant

2007 - 2010

Atlanta, GA

- Provided assistance for the 5 major closing steps, including searching and examining public records, preparing documentation, closing, and post-closing escrow
- Communicated with clients, attorneys, and public workers in a respectful, helpful way, resulting in 4 Employee of the Months awards
- Optimized booking and billing efficiency, shifting scheduling to the bar-approved software, Clio, and saving 35+ monthly hours
- Drafted 20+ contracts and other legal documents per day
- Received commendation from 3 partners for dedication and organization that markedly improved firm functioning

Keller Williams Direct - Real Estate Assistant

2005 - 2007

Atlanta, GA

- Provided the administrative foundation for 4 established real estate agents
- Overhauled filing system, initiating transfer to e-filing, reducing time to recover paperwork by 75%
- Oversaw real estate agent showings, closings, and open house schedules, coordinating them with travel and consult plans
- Crafted property listings, utilizing SEO-friendly, eye-catching language that boosted listing visitation by 30%
- Maintained a detailed database and record system for 200+ clients

EDUCATION

North Atlanta High School - High school diploma

2001 - 2005

Atlanta, GA

SKILLS

Legal Documents; Microsoft Excel; Scheduling; Teamwork; Organization