



Jamie Wilson

Real Estate Paralegal

CONTACT



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LinkedIn | Portfolio



City, State Abbreviation, Zip
Code

EDUCATION

Bachelor of Arts in Legal Studies

University of Washington, Seattle, WA
May 2015

ABOUT ME

Real estate paralegal with 6 years of experience managing commercial and residential closings. Proficient in title review, contract drafting, and HUD-1 preparation.

PROFESSIONAL EXPERIENCE

Real Estate Paralegal I March 2018 - Present

Skyline Title Services, Seattle, WA

- Conduct title searches for 300+ transactions annually, clearing 95% of title exceptions pre-closing
- Draft purchase and sale agreements, coordinating with brokers and lenders to expedite closings by 15%
- Prepare HUD-1 statements and escrow instructions, ensuring zero post-closing adjustments

Title Assistant I July 2015 - February 2018

Northwest Realty Law Group, Seattle, WA

- Reviewed easements and covenants for residential deeds, resolving issues 20% faster
- Communicated with municipal offices to procure permits and recordings, cutting retrieval time by 25%

CERTIFICATIONS

- Real Estate Paralegal Specialist (RP), NALA | June 2017
- Certified Paralegal (CP), NALA | August 2012