

**Anne M. Schneider**

REALTOR®

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**EXPERIENCE**

The Title Company of Brevard, Inc., Melbourne, FL

**Office Assistant/Legal Assistant** (9/14-present)

Prepare correspondence and legal forms at our family owned business on a part-time basis.

**Closing Coordinator/Processor** (1/09-7/10)

Processed files, conducted closings, ordered office supplies, prepared title, HUD-1 Settlement Statements and other closing documents. Assisted in hiring and training process for new employees.

RE/MAX Absolute, Melbourne, FL (8/05-11/08)

**Realtor**

Recognized in office newsletter with highest number of closed transactions for November, 2007.

Prudential Sterling Properties, Indian Harbour Beach, FL (2/04-8/05)

**Realtor**

Sold over Two Million Dollars in real estate during first active year selling real estate.

Gray Robinson, P.A., Melbourne, FL (2/03-1/04)

**Closing Agent**

Managed new construction closing project for oceanfront condominium developer client. Conducted closings and responsible for meeting numerous project deadlines by resolving issues prior to closing.

Broad and Cassel, P.A., Boca Raton, FL (12/00-8/02)

**Legal Assistant**

Assistant to the Managing Partner. Scheduled firm committee meetings, client meetings and video conferences. Determined due diligence contract deadlines pertaining to acquisition and development transactions. Assisted team with document revisions and preparation of closing binders for multi-million dollar commercial closings. Assisted with lot takedown closings, drafted amendments and resolutions. Revised purchase and sale agreements. Heavy document redlining, transcription, calendaring and time entries. Corresponded directly with all parties regarding upscale residential purchase transactions for multi-million dollar homes.

English, McCaughan & O'Bryan, P.A., Fort Lauderdale, FL (8/97-10/00)

**Residential Real Estate Paralegal**

Managed closings from preparation of contracts through closings for several shareholders. Supervised all pre-closing duties for new construction project located in Bonita Springs. Responsible for meeting project deadlines.

Smith & Hiatt, P.A., Fort Lauderdale, FL (6/93-6/97)

founding partners formerly with English, McCaughan & O'Bryan, P.A.

**Real Estate Paralegal** (8/95-6/97)

Handled residential REO transactions for California based lender client. Prepared title work, processed files and conducted closings. Prepared FHA/VA title packages and maintained calendar for FHA/VA deadlines.

**Legal Secretary (6/93-4/95)**

Heavy title work preparation. Responsible for updating title exceptions for several master files relating to large single family development. Funded construction loan files and prepared closing binders for commercial loan closings.

Johnson, Anselmo, Murdoch, Burke & George, P.A., Fort Lauderdale, FL (6/91-11/92)

**Legal Secretary**

Assistant to the Managing Partner. Revised corporate and closing documents, filed organizational documents with the Secretary of State. Completed title searches utilizing ATIDS. Heavy document transcription on daily basis.

English, McCaughan & O'Bryan, P.A., Fort Lauderdale, FL (12/89-6/91)

**Litigation Secretary (9/90-6/91)**

Assisted associate with scheduling hearings and depositions. Updated pleadings index and calendared deadlines. Input attorney time entries on a daily basis.

**Legal Secretary (12/89-9/90)**

Assisted two real estate paralegals with recordings and post-closing duties.

Brown Brothers Harriman & Co., New York, NY (6/87-6/89)

**Executive Secretary**

Assisted an Administrative Officer, a Deputy Manager and two research analysts in Corporate Finance Dept. for the oldest and largest private banking and investment firm in the United States. Assisted with recruiting projects, managed travel arrangements and reimbursements. Completed Dun & Bradstreet and Lexis/Nexis searches for analysts. Corresponded daily with high level executives of international firms. Managed filing system for confidential fund. Assisted research analysts in preparation of corporate binders.

**Accounting Clerk**

Managed client billings and completed monthly reports. Answered all client account inquiries and reconciliations working with the General Accounting Department.

**EDUCATION**

Broward Community College, Fort Lauderdale, FL (1998-1999)

Queens College, City University of New York, Flushing, NY (1987-1988)

St. Vincent Ferrer Academic High School, New York, NY (Graduated 1987)

**COMPUTERS:** Microsoft Office; DocsOpen and IManage Document Management Systems; DisplaySoft, ProForm and DoubleTime real estate software; DTE and Juris Time and Billing; ATIDS Attorneys' Title Information Data System; Outlook; GroupWise; DeltaView and CompareRite redlining software; Flex-MLS and Alta Star real estate software; Google Docs and Adobe/PDF documents; familiar with Excel 2013; Legal transcription/dictation; Typing speed 65 wpm.

**LICENSES:** Real Estate Sales Associate licensed in Florida since 2002.