

Edward K. Leistman
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Massillon, OH 44646
Phone: 216 215-7434
Email: ohio88inc@gmail.com
State of Ohio Real Estate License
Landman
AAPL Member
Ohio Notary and Paralegal

Professional Skills:

- Ohio License Realtor, Microsoft Word, Outlook, Excel, LexisNexis, Keyboarding, Contract Negotiation, Client Conflict Resolution and Communication, Notary Public Document Drafting, Right of Way Maintenance, Title Abstract to Patent, Mineral Title, Lease Title, Lease Checks, Legal Research, Courthouse Research, Witness Closings, Real Estate Sales, Leasing, Leasing Presentations, ILandman, Deed Plotter

Education:

Hondros University- State of Ohio required Course Work for Real Estate License 2016

- Real Estate Law, Real Estate Practices, Real Estate Appraisal, Real Estate Finance

Cuyahoga Community College ABA-Approved Paralegal Certification 2012

- **Elective Coursework:** Real Estate Law, Business Law
- **GPA:** 3.69
- **Honors:** Induction and Membership in Chi Omega Chapter of Phi Theta Kappa National Honor Society.

Kent State University B.A. General Studies 1991

- **Elective Coursework:** 12 Credit Internship Portage County Juvenile Court.

Work Experience and Professional Internships:

Real Estate and Land Services Work Experience

Keller Williams Chervenic Realty, Green, OH
State of Ohio License Real Estate Agent

2016- Present

- Real Estate Sales, Negotiation, Leasing

Great River Energy Ohio, LLP, Canton, OH
Orange Energy Consultants LLP, Green, OH

3/2014 – 1/2015

10/2013 - 3/2014

Landman, Independent Contractor

- Lease and Mineral Title, Lease Checks, Complete Abstracts Back to Patent.
- Curative Research
- Leasing
- Mineral Ownership Reports
- Jefferson, Noble, Guernsey, Belmont, Monroe, Columbiana,

Harrison, Carroll, Stark Counties, State of Ohio

Murphy Energy Resources, LLC Baton Rouge, LA **2012**
Landman and Internship

- Title Research
- Abstracts to Patent
- Right of Way
- Lease Check
- Leasing

The Law Offices of Raymond Powell, Cuyahoga Falls, OH **2012**
Paralegal Internship

- Responsibilities: Appointment Scheduling, Medical Requests Document Requests, Client Interviews, Legal Writing, Legal Research, Correspondence, Clerical Work, Courthouse Research
- Worked on Workers Compensation, Bankruptcy, Personal Injury Social Security Disability, Estate and Probate Cases

Additional Work Experience

ADT Security Services. Canton, OH **2004 - 2010**
Outside Sales Representative

Monster.com/TMP Worldwide. Cleveland, OH **2000 - 2003**
Senior Account Executive

Darden Restaurants/Olive Garden. Cleveland Area, OH **1996 – 2000**
Sales Manager

References Furnished Upon Request