



## **MELISSA M. JARRELL**

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melissamjarrell@gmail.com

**Admitted Georgia State Bar 2012**

### **EDUCATION**

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**Faulkner University, Thomas Goode Jones School of Law**, Montgomery, Alabama  
J.D., May 2012

**Birmingham-Southern College**, Birmingham, Alabama  
B.S. Business Administration, May 2009

### **EXPERIENCE**

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**McMichael & Gray, PC**, Fayetteville, Georgia

June 2017 – *present*

*Managing Attorney*

Oversees each phase of the real estate closing process. Manages all daily office operations and staff. Performs title review and handles title curative matters. Negotiates judgement lien payoffs with creditors. Ensures compliance with state and federal laws and regulations such as TILA, RESPA, CFPB. Develops and maintains positive client relations with area real estate agents.

**Norfolk South Corporation**, Atlanta, Georgia

Jan. 2016 – June 2017

*Assistant Manager, Operations & Service Support*

Made decisions dealing with train operations and customer commitments that will impact cost and net revenue. Ensured compliance with ICC and FRA regulations.

**O'Kelley & Sorohan, Attorneys at Law, LLC**, Duluth, Georgia

Nov. 2012 – Feb. 2015

*Real Estate Closing Attorney*

Reviewed contracts, loan documentation, and titles in connection with residential closings. Negotiated Short Sales with mortgage lenders. Prepared a range of documents, including real estate contracts and loan documents. Collaborated with title insurance companies to ensure proper closing documentation. Taught educational classes to local real estate agencies.

**Lee County Circuit Court**, Opelika, Alabama

Jan. 2012 – May 2012

*Law Clerk to Judge Christopher J. Hughes*

Conducted complex legal research for criminal and civil docket. Drafted orders in response to summary judgment motions, motions to suppress, and other evidentiary and dispositive motions.

**Thomas Goode Jones School of Law**, Montgomery, Alabama

Jan. 2012 - May 2012

*Elder Law Clinic - Student Attorney*

Interviewed and counseled clients regarding estate planning decisions, end of life decisions and special needs trusts. Drafted and executed estate planning documents, including wills, advance directives and powers of attorney.