

SUMMARY/BIO:

Florida Transaction Coordinator and Realtor® with 10+ years of experience guiding and supporting buyers, sellers, and agents through successful residential closings. Proficient in communication, contracts-to-close, listing management, deadline tracking, and compliance. Legal background as a Paralegal and Legal Administrator, combined with certification as a Certified Probate Real Estate Specialist (CPRES), provides a strong, hands-on understanding of agreements and contracts and emphasizes the value of clear communication, meeting deadlines, compliance and staying organized.

RELEVANT EXPERIENCE:**FLORIDA TRANSACTION COORDINATOR & REALTOR®**

April 2015 – Present

- Provide start-to-finish coordination services for residential purchase and sale transactions, including listing management and MLS support
- Set up, maintain, and submit compliant folders in DotLoop
- Draft, organize, and track listing agreements, contracts, disclosures, addenda, riders, broker and MLS-required forms, and commission disbursement authorizations
- Communicate with clients, agents, lenders, title companies, attorneys, inspectors, etc. to keep all parties aligned and on schedule
- Monitor deadlines, contingencies, receipts and association documents
- Gather utility and services information for buyers
- Coordinate inspections, final walk through, and closing

Realtor®:

- Guide and support buyers and sellers in residential and probate real estate transactions
- Conduct pre-listing and buyer consultations; research public records
- Prepare agreements, offers, addenda, riders, disclosures, broker and MLS-required forms, and commission disbursement authorizations
- Input and manage listings in Stellar MLS
- Negotiate and resolve issues through clear communication and problem-solving
- Maintain clear communication with all parties, including title companies, attorneys, lenders, and inspectors.
- Track and manage all transaction deadlines and contingencies
- Perform transaction coordination
- Develop and execute marketing and advertising strategies and materials to attract buyers

PARALEGAL & LEGAL ADMINISTRATOR

Prior Years

- Supported attorneys in document preparation, e-filing, scheduling, legal research, and case file management
- Managed office operations and staff, improving efficiency through updated procedures and technology
- Lead support for personal injury, probate, and real estate cases, managing all aspects of case files and direct communication with clients, attorneys, court personnel, creditors, medical providers, insurance companies, attorneys, and title companies
- Ensured compliance with state and federal laws; monitored deadlines, negotiations

OTHER CREDENTIALS: Florida Realtor® (Active) | Florida Notary Public | CPRES | Dalton Wade Mentor