

KITA MARTINEZ

 813-472-8883 | KitaSellsHomes@gmail.com | Lithia, FL

Executive Summary

Licensed Realtor and finance professional with 20+ years of real estate and accounting experience. Skilled at managing residential transactions from contract to close, ensuring deadlines are met, files are compliant, and clients receive seamless support throughout the process. Adept at working with agents, lenders, title companies, and clients to streamline communications, coordinate inspections, and prepare all required documents. Organized, detail-oriented, and client-focused with a proven record of managing multiple transactions while maintaining accuracy and compliance.

Core Competencies

- Transaction Coordination (Contracts to Close)
 - MLS & Dotloop Management
 - Contract Drafting & Compliance
 - Client & Vendor Communication
 - Deadline & Document Tracking
 - HOA & Inspection Coordination
 - Closing Preparation & Final Walkthroughs
 - Realtor Licensing – Florida (Active)
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Relevant Real Estate Experience

Licensed Realtor | Dalton Wade Real Estate Group | Florida | 2021 – Present

- Manage all aspects of residential transactions, including contracts, addendums, inspections, HOA docs, repairs, and closings.
- Create and manage Dotloop files, track deadlines, and ensure compliance for buy-side, listing-side, and dual transactions.

- Prepare and review disclosures, CDAs, and MLS listings, ensuring all data and attachments are accurate and complete.
- Serve as the primary point of contact for clients, agents, lenders, and title companies, ensuring smooth communication throughout each transaction.
- Conduct webinars for first-time homebuyers and investors, guiding clients through the real estate process.

Licensed Realtor | Keller Williams Realty | Florida |

- Coordinated residential sales, listings, and contract management while ensuring timely execution of key deadlines.
- Negotiated deals and facilitated smooth communication between clients, contractors, and cooperating agents.
- Submitted complete and accurate files for brokerage compliance and closing approval.

Licensed Realtor | Metro Brokers Realty | Georgia |

- Specialized in residential sales transactions, managing all aspects from listing agreements through closing.
- Built long-term client relationships while providing support with contracts, financing, and closing preparation.

Additional Professional Experience

Accounting Manager / Controller | Private Company | 2015 – 2023

- Directed full-cycle accounting operations, compliance, and financial reporting.
- Experience with contracts, deadlines, and vendor/client communications that translates seamlessly to real estate transaction coordination.

Staff Accountant | Public Accounting Firms | 2010 – 2015

- Managed multiple client portfolios, prepared reconciliations, payroll, and compliance reports.
- Strengthened ability to track deadlines, maintain organized records, and manage client communications.

Education & Licensing

- **Master of Science in Accounting – Controllershship Emphasis | Strayer University | GPA: 4.0**
- **Bachelor of Science in Business Administration – HR Emphasis | Shorter College | GPA: 3.4**
- **Licensed Realtor – Florida (Active) | Formerly Licensed in Georgia**

Technology

- **Dotloop | MLS Systems | QuickBooks | Microsoft Office Suite | Excel | Transaction Management Software**