

Heather Anderson

REALTOR® | Transaction Coordinator | Florida Native

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Professional Summary

Dynamic Florida-based real estate professional with dual expertise as a REALTOR® and Transaction Coordinator. Leveraging local market knowledge, a robust network, and meticulous organizational skills, I ensure smooth transactions and exceptional client experiences. Skilled negotiator and problem-solver with a calm, professional demeanor.

Core Strengths

REALTOR® Expertise

- Florida community knowledge: zoning, flood zones, school districts
- Expert negotiation and pricing guidance
- First-time buyer & relocation services
- Marketing & lead generation: MLS, social media, digital campaigns
- Local network: inspectors, lenders, attorneys, contractors

Transaction Coordinator Expertise

- Exceptional organization: manage contracts, deadlines, and communications
- Attention to detail: compliance and error-free documentation
- Proactive problem-solving & deadline adherence
- Tech-savvy: CRM systems, transaction software, digital signatures
- Calm, professional demeanor under pressure

Professional Experience

Real Estate Agent | HomeExpress Realty, FL 2016 – 2018

- Managed residential sales transactions, guiding clients through every step.
- Coordinated showings, inspections, and negotiations.
- Built long-term client relationships and generated referral business.

Real Estate Agent | Dalton Wade Realty, FL 2018 – 2022

- Closed residential sales specializing in first-time buyers & relocations.
- Led marketing campaigns via MLS, social media, and community outreach.
- Achieved [insert measurable result, e.g., \$X in total sales volume].

Transaction Coordinator | [Company/Independent], FL 2022 – 2023

- Managed contracts, addendums, disclosures, and deadlines.
- Served as communication hub between agents, clients, lenders, and title companies.
- Proactively resolved issues to ensure smooth closings.

Education & Licenses

- Florida Real Estate Sales Associate License (Active)

Affiliations & Recognition

- Member, National Association of REALTORS® (NAR)
- Member, Florida Association of REALTORS®