

# Kim Clayton

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## Summary

Organized and detail-oriented Real Estate Professional with 30+ years of experience in transaction coordination, client relations, and compliance management. Skilled in supporting agents by overseeing contracts from listing to close, ensuring accuracy, timeliness, and smooth communication with all parties involved. Proficient in Dotloop, MLS, DocuSign, ZipForms, and other real estate platforms. Recognized for precision in managing deadlines, preparing contracts, and delivering exceptional client experiences. Licensed Texas Realtor since 2000.

## Experience

### Independent Agent

#### ***Dalton Wade Real Estate Group – Houston / Apr 2025 – Present***

- Created and managed Dotloop loops, uploading contracts, disclosures, and public records.
- Added listing data and attachments to MLS; downloaded MLS sheets and attachments for compliance.
- Coordinated inspections, tracked HOA documents, and gathered required approvals.
- Drafted addendums, monitored repair receipts, and provided utility information to buyers.
- Managed all closing activities, including final walkthroughs and communication with lenders, title, and cooperating agents.
- Sent welcome emails with signed contracts, disclosures, deadlines, and transaction details.
- Tracked all contract deadlines, ensuring deposits, loan applications, appraisals, and closings were completed on time.

### Staff Agent / Transaction Coordinator

#### ***Rothchild Properties Group – Keller Williams Signature / Sep 2021 – Mar 2025***

- Managed seller transactions from listing appointment to closing, including inspections, negotiations, and compliance documentation.
- Scheduled appraisals and closings, providing necessary details for on-time completion.
- Reviewed settlement statements with clients and coordinated with lenders, title companies, and agents.
- Oversaw document collection, issue resolution, and compliance submissions.

### Independent Agent

#### ***Tricia Turner Properties / Jul 2019 – Sep 2021***

- Handled both buyer and seller transactions through contract-to-close management.
- Communicated with clients, scheduled showings, and ensured paperwork accuracy.

### Closing Coordinator / Office Manager

#### ***The Franklin Team – RE/MAX / eXp Realty / Jan 1996 – Jun 2019***

- Managed up to 70 closings per month, coordinating with all parties to ensure smooth and timely transactions.
- Prepared listing and contract paperwork, handled buyout program files, and tracked production.
- Supervised office staff, payroll, and compliance filing.

**Receptionist**

***RE/MAX West / Apr 1989 – Dec 1995***

- Provided front-office client support, managed multi-line phones, and assisted with administrative and contract preparation tasks.

**Industry Experience**

- Transaction Coordination & Real Estate Support: 30+ years
- Transaction Types: Residential sales, listings, leases & a little commercial

**Licensing Information**

- Texas Real Estate Salesperson License #475688 – Active since 2000

**State Coverage**

- Texas