

## CORE COMPETENCIES

- Contract-to-Close Management
- Compliance & File Auditing (TREC/State Regulations)
- Client Communication & Support
- Document Preparation & e-Signature Coordination
- Escrow & Title Company Liaison
- MLS & Transaction Management Software
- Deadline Tracking & Task Management
- Cross-Functional Collaboration
- Problem Resolution & Process Improvement

## TECHNICAL SKILLS

- Transaction Management Platforms (Dotloop)
- Salesforce (CRM & Admin Functions)
- MLS Platforms & e-Signature Tools (DocuSign, Authentisign)
- Google Workspace & Microsoft Office Suite
- Zoom (Virtual Coordination & Client Meetings)

## EDUCATION

Master of Business Administration (MBA)  
Texas Woman's University  
Houston, TX – 2016

Bachelor of Business Administration (BBA) – Management  
Texas Woman's University  
Houston, TX – 2013

## LICENSES

Texas Real Estate Sales Agent  
License #647671  
Active since 2014

# Elvis

# Gabriel

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(832) 244-6001

Houston, Texas

***LICENSED TEXAS REAL ESTATE  
SALES AGENT | LICENSE #647671***

Detail-oriented Real Estate Transaction Coordinator with a strong background in managing contracts, compliance, and operational processes. Experienced in overseeing multiple transactions simultaneously, ensuring deadlines are met, and documentation is accurate. Adept at collaborating with agents, clients, escrow officers, and lenders to provide seamless closing experiences. Combines analytical skills, training expertise, and a real estate license to deliver exceptional service and efficiency.

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## PROFESSIONAL EXPERIENCE

### *Business Analyst / Training Lead*

O'Connor & Associates – Houston, TX - May 2019 – Present

- Coordinate cross-departmental operations, ensuring compliance with company standards, deadlines, and budget requirements.
- Develop onboarding systems and standardized processes, reducing inefficiencies and improving transaction workflows.
- Create and maintained detailed documentation, including contracts, workflow guides, and compliance checklists.
- Partner with executives, clients, and staff to align documentation and communication with business objectives.
- Serve as Salesforce super user, supporting CRM management, client records, and transaction tracking.

### **Regional Manager | Outreach Training & Development**

PowerStar Realty – Houston, TX - Jan 2016 – May 2019

- Managed onboarding, recruiting, and development of real estate agents, supporting transaction growth and compliance.
- Designed and enforced training on contract preparation, TREC guidelines, and sales workflows.
- Acted as liaison between agents, clients, and management to ensure contract timelines were met and transactions closed smoothly.
- Increased sales productivity by 45% through improved transaction coordination processes.