

XIOMARA BRUN ORTEGA

Sales Associate | Transaction Coordinator
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■ Doral, Florida

OBJECTIVE

Experienced and dedicated real estate professional with 5+ years of expertise in sales, transaction coordination, and property management. Skilled in managing complex transactions, ensuring compliance, and maximizing ROI for clients. Bilingual in English and Spanish, with strong communication, organizational, and customer service abilities. Licensed Real Estate Sales Associate in Florida with proven ability to support residential, rental, and investment property transactions.

SKILLS & ABILITIES

- Transaction Coordination: Diligent oversight of contracts, addendums, disclosures, and deadlines.
- Property Management: Experienced in tenant communications, lease renewals, association approvals, and legal notices.
- Real Estate Sales: Skilled in listing, marketing, negotiations, and closing residential and investment transactions.
- Compliance & Documentation: Ensures accuracy, timely submissions, and adherence to state regulations.
- Client Relations: Builds lasting relationships through excellent communication, professionalism, and follow-through.
- Bilingual: Fluent in English and Spanish.

EXPERIENCE

2020 – Present

Realtor Sales Associate & Transaction Coordinator | Dalton Wade Real Estate Group – Florida

- Managed all aspects of real estate transactions, including residential, rental, and investment properties.
- Conducted due diligence, prepared listings, and coordinated inspections, appraisals, and closings.
- Acted as Transaction Coordinator: prepared contracts, addendums, and ensured timely submission of all documentation.
- Oversaw rental property management: prepared units for lease, coordinated repairs, processed association applications, and ensured compliance with Florida landlord-tenant laws.
- Tracked lease renewals, sent legal notices, and monitored deadlines to prevent delays.
- Built and maintained strong relationships with lenders, title companies, and inspectors.
- Advertised and marketed properties across MLS, social media, and real estate platforms.

2019 – 2020

Realtor Sales Associate | The Keyes Company – Florida

- Assisted clients with real estate transactions, providing excellent customer service and guidance.
- Gained valuable experience in sales and property listings through collaboration with senior agents.
- Managed inquiries, scheduled showings, and supported clients through each stage of the process.

2011 – 2014

Office Manager | RadarPL – Miami, FL

- Directed daily office operations and coordinated cross-department communication.
- Enhanced workflow efficiency and customer satisfaction through process improvements.

2008 – 2010

Retail Store Manager | Capital Cigars – Florida

- Supervised operations, managed inventory, and coordinated in-store promotional events.

2000 – 2004

Intake Coordinator | Innovative Remedies – Florida

- Oversaw medical data entry and care plan updates for nursing home patients.

1998 – 2000

Data Entry Technician | Compscript – Florida

- Handled pharmaceutical data entry and compliance for multiple healthcare facilities.

RELEVANT REAL ESTATE EXPERIENCE

- Transaction Coordination (5+ years): Managed contracts, disclosures, timelines, and compliance for smooth closings.
- Property Management: Oversight of tenant relations, lease renewals, legal notices, and association applications.
- Types of Transactions Managed: Residential, rental, and investment properties with focus on profitable ROI.

LICENSING & COVERAGE

- Active License: Florida Real Estate Sales Associate (in good standing).
- Notary Public: Commissioned Florida Notary and Remote Online Notary (RON).
- State Coverage: Providing Transaction Coordinator services throughout Florida.