



CARRI SCHOELLER

REALTOR, ABR, SRES

PROFILE

LICENSING & COVERAGE

- Florida Licensed Realtor® (#617968)
- Transaction Coordinator services available throughout Florida

Licensed Florida Realtor® | Transaction Coordinator
Florida Real Estate License #617968
📍 Sarasota/Bradenton, FL | 📞 407-492-8559 | ✉ [your email]

CONTACT DETAILS

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Bradenton, FL 34210

PROFESSIONAL SUMMARY

FULLTIME REALTOR SINCE 1994

Detail-oriented Real Estate professional with 30+ years of experience managing transactions from contract to close. Skilled in compliance, timelines, and seamless closings. Expert in Dotloop file management, MLS setup, document uploads, and deadline tracking. Licensed Realtor® in Florida with strong communication skills and a proven record of supporting successful real estate transactions.

CORE SKILLS

- Transaction Coordination
- Dotloop File Management
- MLS Listing Setup & Input
- Timeline & Deadline Tracking
- Client & Vendor Communication
- Document Compliance
- Residential, Luxury & New Construction

EXPERIENCE

Relevant Experience

Independent Realtor® | Dalton Wade Real Estate Group

Florida | 1994 – Present

- Managed hundreds of transactions, including residential, luxury, new construction, and rentals.
- Set up MLS listings, uploaded photography, and attached disclosures & required documents.
- Oversaw deadlines for inspection, appraisal, financing, and closing.
- Coordinated with buyers, sellers, title companies, attorneys, and lenders.
- Maintained organized, compliant files using Dotloop.

INDUSTRY EXPERIENCE

- 30+ years of full-time real estate transaction management.
- Extensive knowledge of Florida real estate requirements and processes.
- Very Familiar with Condo Rules & Regs, HOA docs insurance for State of Florida.