

# STACEY MOZO

## FL LICENSED REALTOR | NOTARY PUBLIC | PUBLIC RELATIONS

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### CAREER SUMMARY

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Detail-oriented real estate professional with 20+ years of experience in **transaction coordination, real estate sales, and client support**. Florida-licensed Realtor®, Florida Commissioned Notary Public, and Remote Online Notary. Experienced in **residential and land transactions**, managing contracts from execution to close efficiently and accurately. Skilled in **Dotloop, Stellar MLS, digital workflows**, and mentoring new Realtors.

### PROFESSIONAL EXPERIENCE

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#### Owner | Citrus Notary – Citrus County, FL | 2022 – Present

- Provide mobile and remote online notarizations for legal documents and real estate closings.
- Collaborate with title companies to conduct mobile real estate closings efficiently and accurately.

#### Licensed Florida Realtor® | 2019 – Present

- Represent clients in residential and land transactions statewide.
- Manage all aspects of contracts, inspections, negotiations, and closings, ensuring accuracy and compliance.
- Utilize Stellar MLS and Dotloop to streamline contract management and transaction workflows.
- Mentor new Realtors remotely, assisting with deals and answering questions at all hours.

#### Transaction Coordinator | Real Estate Industry | 2005 – 2019

- Oversaw full transaction lifecycles for multiple agents and brokerages.
- Managed inspections, appraisals, financing contingencies, and contract compliance.
- Streamlined workflows and communications among clients, agents, lenders, and title companies.

### LEADERSHIP & COMMUNITY INVOLVEMENT

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- **Public Relations Chair | ROCCS, Inc.** – Promote ROCCS, a local nonprofit, within the community to increase brand awareness; manage social media accounts and coordinate press releases to support events and initiatives.
- **Fundraising Co-Chair | Business Women's Alliance (BWA)** – Plan events and volunteer initiatives to raise college scholarships for women.
- **Member | VFW Auxiliary Post 4252** – Hernando, FL – Support veterans' programs and local events.
- **Active Member | Citrus County Chamber of Commerce** – Volunteer at festivals and community events while networking with business leaders.

### PROFICIENCIES

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Transaction Coordination, Contract & Document Management, Residential & Land Transactions, Client Relations, Real Estate Closings, Remote & Mobile Notarizations, Dotloop, Stellar MLS, Microsoft Word/Excel/Outlook, Google Workspace, Zoom, Microsoft Teams, DocuSign, Social Media Management, Event Planning, Public Relations

### LICENSES & CERTIFICATIONS

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- Florida Licensed Realtor® (2019 – Present)
- Florida Commissioned Notary Public (2022 – Present)
- Florida Remote Online Notary (2022 – Present)