



John Carey

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Professional Summary

Experienced and highly organized Real Estate Professional with a strong background in residential transactions and transaction coordination. Known for exceptional customer service, attention to detail, and a positive, service-oriented attitude. Skilled at managing multiple priorities, keeping clients and agents informed, and ensuring seamless closings.

Core Competencies

- Transaction Coordination (Buyer & Seller Side)
 - Residential Real Estate Expertise
 - Inspections, Appraisals & Closing Management
 - Dotloop, DocuSign, & Other E-Signature Platforms
 - CRM & Database Management
 - Client Communication & Customer Service
 - Organization & Process Management
 - Scheduling & Meeting Coordination
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Professional Highlights

- Licensed Florida Real Estate Agent since 2016.
- Coordinated **200+ residential transactions**, including personal deals and supporting other agents.
- Maintained detailed spreadsheets, checklists, and timelines to ensure every transaction is executed flawlessly.
- Experienced handling both sides of a transaction, from contract to close, with precision and efficiency.

- Known for a positive, professional demeanor and building strong relationships with clients, agents, and vendors.
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Additional Experience

- Provided back-office and administrative support for real estate teams, including database management, call handling, and property showings.
 - Successful solo real estate career managing all aspects of residential transactions.
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Licensing & Coverage

- Active Florida Real Estate License (2016–Present)
- Transaction Coordination services available **statewide in Florida**