

MALEISA “LEISA” REMSBERG

Harmony, FL

321-474-2563

beachfloridahomes@gmail.com

OBJECTIVE: Seeking a Transaction Coordinator position. I have been a full-service Realtor in the State of Florida for ten years. With my prior history in the legal field, my qualifications are extensive as I am detail-oriented, organized, and have a firm grasp of real estate processes, managing crucial timelines. In my current capacity, I touch every area of my real estate transactions from start to finish, working with Buyers and Sellers.

EXPERIENCE:

7/2015 to PRESENT Licensed Real Estate Agent
(2023 to PRESENT) Dalton Wade Real Estate Group
Full-Service Realtor working with Buyers and Sellers in Central FL and the Spacecoast areas.

1/2019 to 1/2023 Independent Contractor (Part-time)
Professional Inspector (for Appraisals)
GroundWorks Inspections

- Communicate directly with customers who have applied for a bank loan. View, inspect, and take photographs and measurements of residential properties. File a report as to the condition and rating of the property, as it relates to any upgrades or repairs needed. This information is then forwarded back to the appraisal company for completion of the appraisal valuation on the property.

4/2018 to 6/2020 Legal Assistant
Stewart B. Capps, PA.
Indialantic, FL

- Provided general administrative support to sole practitioner. Answered phones and greeted customers. Managed office calendar and trial schedules. Drafted letters and emails to clients, attorneys and court systems; assisted attorney in drafting of legal pleadings, contracts and other documents. Filed court cases through E-Filing portal system with courts. Managed client files and office supplies needs. Proficient with Microsoft products.

3/1984 to 12/2004 Legal Assistant - Office Manager
Law Offices of Scherr, Cole & Murphy
Glen Burnie, MD

- Provided administrative support to three attorneys and trained support staff on computer technology and office procedures. Handled and solved technical computer issues; researched, purchased, and updated office equipment. Drafted letters and legal pleadings, interviewed clients, research on internet. Handled accounts payable and receivable for law firm, and other general organizational duties. Personal injury, wrongful death, civil litigation, family law, workers' compensation, estate/probate matters, criminal, traffic and juvenile law.

EDUCATION: **Anne Arundel Community College (Maryland) - Non-Degree**
English Composition - Literature
Intro to Paralegal Studies

LICENSES: **2015 to Present - Real Estate Sales Associate**

MEMBERSHIPS: **NAR (National Association of Realtors)**
SCAR (Space Coast Association of Realtors)
FAR (Florida Association of Realtors)