

DANIELLE “DANI” COFFEY

Transaction Coordinator

850.860.3350 Dani@CoffeyTC.com

Summary

10 Years Experience

1,000+ Closed Contracts

Fluent in Dotloop- Form Simplicity-SkySlope-BrokerMint and many more!

True LOVE for Documents

Experienced in Florida & Alabama contract management

Experience

Coffey Transactions / Owner & Transaction Manager

August 2024- Current- Pensacola, FL

- Transaction Management
- Successfully providing support to agents across Florida and Alabama
- Document Coordination
- Compliance Management
- Inspection Coordination
- Closing Coordination

Keller Williams Mega Agent Luxury Team / Director of Operations- Transaction Coordinator

May 2020- August 2024- Gulf Breeze, FL

- Transaction Management
- Provide day-to-day administrative and operational support to Lead Agent.
- Manage complex calendars, current projects, customer fire drills and various project needs.
- Organize internal and external meetings.
- Lead and provide support and follow up on various businesses and special projects as assigned by Lead Agent which touch on a broad range of topics.
- Conduct, research and create reports and/or presentations.
- Act as the right hand to Lead Agent.
- Prepare materials for meetings including planning, agenda preparation and keep minutes.

RE/MAX / Broker's Executive Assistant- Transaction Management- Office Manager

February 2017- May 2020 - Gulf Breeze, FL

- Transaction Management
- Manage day to day operations of office
- Arrange timelines and schedules for property specific needs while under contract between all vendors
- Prepare all documents relating to real estate transactions; Offers, Counteroffers, Addenda, and Listing Agreements
- Enter and maintain listings in Multiple Listing Services (PAR, NABOR, LoopNet, CoStar)
- Created & implemented company wide policies and procedures
- Developed a 3 Level Training Program for New Real Estate Agents
- Mentored new Real Estate Agents through their first transactions

Keller Williams Real Estate / Director of Agent Services

November 2015- February 2017 - Navarre, FL

- Provide daily support to 60+ Real Estate Agents
- Grow and maintain Social Media presence
- Train agents on new and established KW technology
- Coordinate and facilitate weekly Sales Meetings
- Welcome and acclimate new agents to all KW systems, coordinate training and ensure productivity within their first 6 months

By Appointment Only / Office Admin- HR Liaison- Event Coordinator

May 2014-August 2015- Gilbert, AZ

- Source and purchase office supplies, maintain inventories, evaluate vendors and pricing
- Evaluate processes and recommend improvements for efficiency and/or cost-savings
- Field high-volume complex calls
- Manage the day-to-day facility operation
- Supported Talent Acquisition department & guided new employees through onboard process
- Executed HR functions associated with onboarding
- Plan, organize and execute corporate events

Good Sound Audiology / Patient Care Coordinator-Billing Specialist-Marketing Assistant

July 2012- May 2014 - Gilbert, AZ

"Professional Practice Ambassador"-Ambassador for Better Hearing 2013

- Coordinate and execute Lunch & Learn events
- Develop training and procedure documents
- Managed multiple Audiologist's schedules and front office activities
- Responsible for scheduling and daily registration of new patients including verifying and coordinating benefits in two offices
- Accounts receivable and payable for both offices, in addition to processing owner's personal related finances.
- Establish and maintain Social Media presence and maintain website
- Insurance coding, billing and credentialing including Medicare

Alaskan Home Services / Office Manager-Dispatcher

March 2011-July 2012 - Tempe, AZ

- Efficiently routed 20 technicians to approximately 100 calls per day while maximizing profits
- Developed policies, procedures and training process for 3 departments
- Source, interview, hire and train office personnel
- Effectively resolved all customer grievances finding the win-win solution for customer and company
- Create and maintain accurate customer accounts, register and track product warranties, schedule maintenance and service calls based on prior

REFERENCES AVAILABLE UPON REQUEST