

Paul Cutter Resnick

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Professional Summary

Licensed REALTOR® (FL SL3501766, active since 2021) with a proven track record managing transactions from contract to close. Skilled in Dotloop, documentation, and coordination with agents, lenders, title companies, inspectors, and customers. Strong background in sales, education, and technology with exceptional organization, attention to detail, and communication—ensuring smooth, timely closings in a fast-paced brokerage environment.

Relevant Experience

Real Estate Agent/Realtor - Temple Terrace, FL 2021–Present

Self Employed Realtor

- Interviewed customers to assess needs and present purchase offers.
- Coordinated with escrow, lenders, and inspectors to ensure all contract terms were met before closing.
- Prepared contracts, agreements, closing statements, and deeds with accuracy and compliance.
- Managed property closings, overseeing document signing and fund disbursement.
- Acted as an intermediary in negotiations between buyers and sellers to facilitate smooth transactions.

Relevant Experience – Transaction Coordinator (Dotloop) 2021–Present

- Assisted Vivian Resnick with a portion of her 20–40 annual transactions, managing contracts and timelines from execution to closing.
- Utilized Used Dotloop to prepare, track, and organize all transaction documents.
- Coordinated with agents, lenders, inspectors, and title companies to maintain compliance.
- Monitored key deadlines and ensured accurate document submission.
- Maintained a reputation for accuracy, proactive communication, and exceptional client service.

Types of Transactions Managed

Residential resale transactions, including Cash, Conventional, FHA, VA, and Seller-Financed sales across Hillsborough, Pinellas, and Polk Counties.

Industry Experience

Licensed Realtor® since 2021 with hands-on experience in transaction management, file compliance, and contract coordination for both personal and Vivian Resnick’s transactions.

Key Responsibilities

- Managed full contract-to-close process through Dotloop and MLS platforms.
- Prepared and submitted required documents for compliance review.
- Tracked deadlines and communicated key milestones with all parties.
- Assisted in resolving transactional issues and coordinating closing logistics.
- Maintained accurate digital records and ensured timely document submission.

Licensing Information

Florida Real Estate License – Sales Associate (SL3501766)

Florida Department of Education Certification – Technology Education (Grades 6–12)

Insurance Licenses: Customer Service 440, Adjuster 520-620, Personal Lines Agent 2044

State Coverage

Florida

PROFESSIONAL EXPERIENCE

Technology Resource Teacher/Network Administrator - Tampa, FL 2006-2021

Hillsborough County Public Schools

- Oversee daily maintenance, repair and software installation of 500+ desktop and laptop computers.
- Server maintenance, usage and maintaining network equipment.
- Designed and maintained school online websites.
- Developed and maintained trainings for staff, designed and wrote curriculum that enhanced staff knowledge of technology processes and tools and enhanced the adoption of these tools and services.
- Worked with classroom teachers to develop ways to integrate technology into their lessons and enhance their students' classroom experience.
- Worked with leadership staff to budget the purchasing of IT and CCTV equipment. Budget Management, Vendor Management, RFP's.
- Varied and extensive knowledge of the use and administration of Microsoft office products, on-premises and cloud Active Directory and Azure environments as well as business process software suites like Adobe and have experience working in and with learning management systems

EDUCATION

University of Alaska UAA – Anchorage, AK 1988

BA – Journalism/Public Communications

Emphasis: Audio/TV Production/Journalism/Public Communication

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