

Tei Wyatt

Licensed Real Estate Agent | Transaction Coordination & Operations Specialist
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Professional Summary

Detail-oriented real estate professional with over 14 years of combined experience in residential real estate, new construction operations, property management, and transaction support. Licensed since 2021, with a strong background in compliance, permitting, client coordination, and contract-to-close processes. Known for maintaining organized, efficient workflows, supporting agents with precision, and ensuring a smooth, timely transaction experience. Brings a deep operational knowledge base from construction administration and property management, along with a service-driven, solutions-focused approach.

Relevant Experience

Licensed Real Estate Agent

2021 – Present / Georgia

- Supported buyers and sellers through all phases of the transaction process, with a strong emphasis on new construction purchases.
- Coordinated key contract milestones, including inspection timelines, amendment tracking, earnest money verification, and lender communication.
- Ensured accuracy and compliance of all required state and brokerage forms.
- Managed communication between clients, builders, lenders, co-op agents, and closing attorneys.

Leasing Agent / Property Management Support

2022 - Present / Multiple Property Management Companies / Georgia

- Assisted tenants and property owners through the leasing lifecycle, including application processing, lease execution, renewals, and move-in/move-out coordination.
- Handled tenant placement, scheduling showings, and verifying applicant documentation.

- Managed property files, compliance documentation, and service requests to ensure accurate records and prompt communication.

Construction Operations & Administrative Coordinator

2010 – 2021 / American Exteriors / Kansas City, KS

- Oversaw permit pulling, license renewals, and insurance compliance for multiple municipalities.
- Managed customer accounts including financing documentation, accounts payable/receivable, invoicing, and vendor coordination.
- Ensured all internal and external documentation remained accurate, up-to-date, and ready for audit or regulatory review.
- Coordinated with project managers, inspectors, and subcontractors to maintain workflow efficiency.

Transaction Types Managed

- **Residential Resale**
- **New Construction**
- **Rental Transactions / Lease Agreements**

Licensing Information

Licensed Real Estate Agent — Georgia
License Number: 408686

State Coverage

Georgia