



MICHELLE HERNANDEZ

REALTOR®, TRANSACTION COORDINATOR

ABOUT ME

Licensed Texas Realtor® since 2016 with extensive experience coordinating residential real estate transactions from contract to close. I specialize in keeping files organized, deadlines met, and communication clear between agents, clients, lenders, and title companies. My goal is to support agents by ensuring every transaction moves smoothly, compliantly, and on time.

CONTACT INFO:

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☎ (214) 734-4066

📍 Licensed in Texas



LICENSING

Texas Real Estate

Licensed since 2016

CORE COMPETENCIES

- Texas Contracts & Addenda
- Contract-to-Close Coordination
- MLS Management (NTREIS)
- Deadline & Timeline Tracking
- Earnest Money & Option Periods
- Title, Lender & Inspector Coordination
- Amendments & Repairs
- TREC Compliance
- File Audits
- Agent & Client Communication

PROFESSIONAL EXPERIENCE

Realtor® / Transaction Coordinator

Texas | 2016 – Present

- Coordinated hundreds of residential transactions from executed contract through closing
- Prepared, reviewed, and submitted contracts, amendments, and disclosures with high accuracy
- Tracked all critical deadlines including option periods, financing, appraisal, inspection, and closing
- Entered and updated listings and status changes in MLS
- Maintained complete, audit-ready files in compliance with TREC and brokerage standards
- Communicated consistently with all parties to prevent delays and resolve issues

TOOLS

- MLS
- Dotloop
- BoldTrail
- TransactionDesk
- DocuSign
- Google Workspace