

**Jeannette Avalos**  
12509 Montego Plaza Dallas Texas 75230  
Email: [javalostx@gmail.com](mailto:javalostx@gmail.com)  
Mobile: 818.326.7682

**CAREER OBJECTIVE:**

I wish to join a company where my experience and knowledge can become a positive and dependable asset.

**PROFILE:**

I am a self-motivated problem solver with proven leadership and collaborative skills. I am enthusiastic and energetic with the ability to build rapport easily. I have strong customer service and communication skills that enable me to excel.

**COMPUTER SKILLS:** Microsoft – Outlook, Word, Excel, PowerPoint, POINT and Top Producer, DocuSign, Skyslope, Gmail/Google Suite, ZipForms

**PROFESSIONAL LICENSES:** California Licensed Real Estate Agent (01444716), Texas Licensed Real Estate Agent (0700720)

**OTHER LANGUAGES:** *Fluent in Spanish*

**PROFESSIONAL EXPERIENCE:**

*Compass*

**November 2020 to December 2022**

*Transaction Coordinator*

- Currently TC for Various Compass agents/offices in DFW, Houston, and Austin.
- Manage transactions from Listing to close and/or contract to close.
- Create or request seller disclosure, survey, & T47
- Send disclosure & any addendums to clients via DocuSign for review and signature.
- Remind agents to complete any broker-required task and send out critical date reminders
- Coordinate Option/EMD delivery
- Schedule closing with client and title office
- Follow up with lender and title as necessary, i.e., to order appraisal or request title commitment, tax certificate, and resale certificate.

*CA*

**July 2012 to 2020**

*FREELANCE - Transaction Coordinator*

- Currently TC for Various KW agents/offices, John Aaroe Sherman Oaks and Independent Brokers
- Manage escrow from contract to close
- Create all required seller disclosures using ZIPforms and adding any broker specific disclosures to the file
- Send disclosures to clients via DocuSign for review and signature.
- Remind agents to complete AVID's, Retrofit and VP's, as needed
- Send out CR reminders
- Close out complete file turn into appropriate broker for payment

*CA*

**July 2004 to 2012**

*Realtor*

- Manage listing and sales files from start to finish in compliance with local and state requirements following stacking and required disclosures guidelines and requirements.
- Create required disclosures for file using WINFORMS, forward to parties for execution.
- Review file for required signatures and forms checking all forms are properly completed.
- Schedule all inspections, appraisals, retrofitting and contractor work, when applicable.
- Communicate with escrow and title companies on a needed basis to gather needed documents.
- Run comparable analysis reports and create and schedule marketing campaigns.
- Host and schedule brokers open house, order catering and set up for open houses.
- Source and track marketing leads and maintain contact management database.

*Valley Properties, Sylmar, CA*

**May 2003 to Nov. 2007**

*Broker Assistant/ Processor/Sales Agent*

- Assist broker with day-to-day functions of filing, faxing, coping, and document shredding. Track and file all expenses per property/ client for yearend accounting.
- Processed FHA, conventional and subprime loans.
- Compared lender pricing for rebate details vs cost details.
- Submit loans to bank for conditional approval, processed all conditions in a timely manner for prior to doc, funding and closing as to not lose rate lock or rebate.
- Worked close with escrow and title companies making sure to review prelim for possible cloud on title or anything else what would affect the funding and recording of a loan and or sale.
- Gathered financials such as paystubs, tax returns, and bank statements entered data into Calyx Point to provide DTI ratio data to loan officers. Analyzed tax return for accurate income data on 1003.