

JOY C. ANIAGU

Frisco, Texas

469.880.8404 | joy@nonyezhomes.com

Transaction Coordinator | Licensed Texas REALTOR®

PROFESSIONAL SUMMARY

Licensed Texas REALTOR® with 3+ years of hands-on real estate transaction coordination experience, providing full contract-to-close support for residential and rental transactions across Texas. Backed by 15+ years of corporate experience in regulated, deadline-driven environments, bringing enterprise-level documentation control, compliance management, stakeholder coordination, and process accuracy to real estate transaction coordination.

RELEVANT EXPERIENCE – TRANSACTION COORDINATION

Independent REALTOR® | Texas (2022 – Present)

- Provided full transaction coordination support for all personal real estate closings from executed contract through funding
- Managed transaction files in compliance with TREC and brokerage requirements
- Coordinated communication between buyers, sellers, lenders, title companies, inspectors, and internal brokerage teams
- Tracked option periods, financing contingencies, inspections, appraisals, and closing deadlines
- Reviewed contracts, addenda, disclosures, and settlement statements for accuracy prior to closing

CORPORATE EXPERIENCE (15+ YEARS | TRANSFERABLE TO TRANSACTION COORDINATION)

Product Owner / Senior Business Analyst

DTCC, DIRECTV, Organon, Texas Oncology, Merck, Johnson & Johnson, CIT Group

- Managed complex, deadline-driven workflows across cross-functional teams ensuring on-time delivery and regulatory compliance
- Maintained audit-ready documentation, contracts, and compliance records in highly regulated environments
- Coordinated stakeholders including legal, finance, operations, IT teams, vendors, and executive leadership
- Tracked milestones, risks, dependencies, and approvals to prevent delays and missed deadlines
- Reviewed contracts, financial documentation, and compliance requirements for accuracy and adherence to standards
- Served as a central point of communication to resolve issues efficiently and keep initiatives moving forward

TYPES OF TRANSACTIONS MANAGED

- Residential Buyer Transactions
- Residential Seller Transactions
- Rental & Leasing Transactions
- New Construction Transactions

INDUSTRY EXPERIENCE

- Real Estate Industry Experience: Since 2022
- Corporate Operations, Compliance & Documentation Experience: 15+ Years

LICENSING INFORMATION

- Active Texas Real Estate License

STATE COVERAGE

- Texas (Statewide)