

TYLERIA DUNN

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Summary

Detail-oriented Realtor® and Transaction Coordinator with a strong background in operations and human resources administration. Experienced in managing high-volume documentation, tracking deadlines, and coordinating communication across multiple parties to ensure smooth and compliant processes. Known for strong organizational skills, attention to detail, and the ability to keep transactions on track from contract to close. Committed to providing reliable, efficient support that allows agents to focus on growing their business.

Skills

Transaction Coordination & File Management

Contract Timeline Tracking & Compliance

Document Organization & Accuracy

Highly organized with strong attention to detail

Reliable and responsive communication

Real Estate Experience

Realtor®, Dalton Wade Real Estate Group, Alabama

07/2025 – Present

- Assist with residential transactions from contract to close
- Coordinate communication between all parties involved in the transaction
- Support transaction processes, ensuring documents are submitted accurately and on time
- Utilize organizational systems to track transaction progress and key deadlines

Transaction Coordination Support (Residential), Dalton Wade Real Estate Group, Alabama

- Assist with transaction file management from contract to close
- Coordinate communication between clients, lenders, and title companies
- Track contract deadlines including inspections, financing, and closing timelines
- Ensure documents are completed, signed, and submitted accurately
- Maintain organized digital files and compliance documentation

Professional Experience

Operations Manager , The Bridge Center, inc., Mobile, AL

10/2023 – 10/2025

- Oversaw daily operations, ensuring processes were completed efficiently and accurately
- Managed and organized high volumes of documentation and internal records
- Coordinated communication between departments to maintain workflow and meet deadlines
- Implemented organizational systems to improve efficiency and reduce errors

- Ensured compliance with company policies and operational standards

Deputy Director of HR (Promotion), Franklin Primary Health Center, inc., Mobile, AL

05/2023 – 10/2023

- Managed employee records, ensuring accuracy and compliance with organizational policies
- Coordinated onboarding and documentation processes for new hires
- Handled sensitive and confidential information with a high level of discretion
- Assisted in tracking deadlines related to HR processes and compliance requirements
- Communicated with multiple stakeholders to ensure smooth administrative operations

HR Assistant, Franklin Primary Health Center, inc., Mobile, AL

04/2022 – 05/2023

- Maintained and organized employee files and documentation
- Assisted with administrative processes, including data entry and recordkeeping
- Supported communication between staff and management
- Ensured timely completion of required documents and reports
- Provided general administrative support in a fast-paced environment

Licensing & Education

Alabama Real Estate License (Active), 2024, ,

Master of Business Administration, Liberty University, Lynchburg

08/2024 – 05/2026

Leadership and Management Certification, Liberty University, Lynchburg

08/2024 – 03/2025

Bachelor of Science, Business Management, University of Mobile, Saraland

08/2017 – 12/2021