

Carita Koen, REALTOR®

Mobile, Alabama | (251) 648-9945 | caritak@soldbuycarita.com | soldbuycarita.com

Professional Summary

Detail-oriented and client-focused real estate professional with hands-on experience managing buyer, listing, and dual transactions from contract to close. Proven ability to coordinate timelines, communicate effectively with all parties, and ensure compliance with brokerage and state requirements.

Core Competencies

- Transaction Coordination (Buyer, Listing, Dual)
- Contract Management & Compliance
- Timeline & Deadline Tracking
- CRM & File Management Systems
- Client & Vendor Communication
- MLS Listing Management
- Offer Preparation & Negotiation Support
- Escrow & Closing Coordination

Professional Experience

Realtor® | eXp Realty / Dalton Wade Real Estate Group

Mobile & Baldwin Counties, AL | 2023 – Present

- Managed end-to-end real estate transactions, including buyer, seller, and dual agency deals
- Coordinated inspections, appraisals, title work, and closing schedules
- Prepared and reviewed contracts, addenda, and disclosures
- Tracked key contract deadlines to prevent delays
- Maintained compliance with state regulations and brokerage policies

Transaction Coordination Experience

Buyer Transactions

- Offer submissions, lender coordination, inspection timelines

Listing Transactions

- MLS input, marketing coordination, offer management

Dual Transactions

- Managed both sides of transactions ensuring compliance and communication

Education & Certifications

- Licensed Real Estate Agent – Alabama
- ABR® (Accredited Buyer's Representative)
- MRP (Military Relocation Professional)
- CREN (Certified Real Estate Negotiator)

Technology & Tools

- MLS Systems (FlexMLS, Matrix)

- Dotloop, SkySlope, TransactionDesk
- KVCore, Lofty, Follow Up Boss
- DocuSign, Authentisign
- Microsoft Office, Google Workspace