

CAMIKA MAXEY

Transaction Coordinator



Richmond, TX



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EXPERTISE

Contract to Close
Commercial & Residential
Compliance Review
Timeline Management
MLS Input & Updates
Communication Coordination
Contract Management
File Organization
Lease Transaction Support
Property Management
Transaction Facilitator
Problem Solving

EDUCATION

ASSOCIATE DEGREE
Houston Community College
2024 – Present

BUSINESS MANAGEMENT
Houston Community College
2024 – Present

CHAMPION SCHOOL OF
REAL ESTATE
Real Estate Agent
2009

CERTIFIED HOME
MARKETING SPECIALIST
2010

CAREER SUMMARY

Detail-oriented real estate professional with a comprehensive background spanning both commercial and residential transactions. Experienced in commercial real estate as a closer/processor and client service coordinator, with a strong foundation in managing complex deals, ensuring compliance, and delivering seamless client experiences. Proven track record in residential real estate as a transaction coordinator, leasing specialist, property manager, and sales agent, offering end-to-end transaction support from contract to close. Known for strong organizational skills, clear communication, and the ability to streamline processes for agents and clients, ensuring efficient and successful closings.

PROFESSIONAL EXPERIENCE

CLOSER/PROCESSOR
Marcus & Millichap

AUG 2021 – AUG 2025

- Prepared, reviewed, and processed commercial real estate transaction documents, including purchase agreements, leases, and closing packages.
- Coordinated all stages of the closing process, ensuring compliance with legal, financial, and company requirements.
- Collaborated with brokers, lenders, title companies, attorneys, and escrow officers to collect documentation and meet critical deadlines.
- Maintained accurate records in CRM and transaction management systems, tracking deal progress from contract to close.
- Verified all required due diligence documents, such as environmental reports, surveys, appraisals, and certificates of insurance.
- Created and distributed closing checklists, timelines, and summaries to ensure all parties were aligned throughout the transaction.
- Conducted post-closing audits to confirm that all executed documents were properly filed, recorded, and archived.
- Assisted in drafting lease abstracts, commission agreements, and escrow instructions for review and execution.
- Managed escrow deposits, wire transfers, and disbursements in coordination with finance and accounting teams.
- Provided administrative support to the commercial real estate team, including scheduling, client communication, and internal reporting.

TRANSACTION COORDINATOR
Tusk Property Management

JULY 2015 – MAY 2019

- Managed 300+ real estate transactions annually from contract to close, ensuring all deadlines and contingencies were met
- Coordinated communication between agents, clients, lenders, title companies, and inspectors to streamline transactions
- Reviewed contracts, disclosures, and addenda for accuracy and compliance with TREC guidelines
- Maintained organized, audit-ready transaction files in CRM and transaction management systems
- Tracked key dates including option periods, financing, appraisal, and closing timelines
- Prepared and submitted all required documentation to brokers for compliance approval
- Assisted agents with MLS listings, status updates, and marketing coordination
- Provided exceptional client service, guiding buyers, sellers, and tenants through each stage of the process. Managed 5 company social media channels and automated funnels leading to +25% yearly increase in customers and overall