

SARAH FRANCES

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SKILLS

Real Estate Tools: Transaction Desk, Authentisign, Matrix, Realist, NWMLS, ShowingTime, Brivity, SupraKey

Programming: React, TypeScript, Java, HTML, CSS, PHP, SQL, JavaScript

Web Platforms: WordPress, Squarespace

Medical: Washington Pharmacy Assistant License

PROFESSIONAL EXPERIENCE

The Agency NW – Matt Jensen Issaquah, WA

Realtor and Real Estate Assistant (Contract) January 2026 – March 2026

- Licensed Washington State realtor supporting buyers and sellers from listing through close.
- Drafted listing paperwork, offers, counteroffers, and inspection contingencies in Transaction Desk; routed all contracts for signature via Authentisign.
- Created MLS listing inputs with photos and supplements; updated listing status and prepared price-drop forms when prices changed.
- Used Matrix and Realist for property research and Brivity for client and pipeline management.
- Managed pre-listing prep: installed SupraKey and contractor lockboxes, ordered signposts, scheduled contractors and pre-inspections, and produced marketing materials.
- Scheduled open houses and coordinated buyer showings through ShowingTime; aligned schedules across clients, contractors, and the listing agent.
- Opened escrow when listings went pending and obtained legal descriptions, title commitments, and home warranties through the title company.
- Tracked earnest money receipts to escrow and seller, prepared commission disbursements, and on close day delivered the Closing Disclosure, completed listing paperwork, EM receipts, and mutual acceptance to admin for wiring.

Amazon Seattle, WA

Software Engineer Intern Summers 2023 & 2024

- Built full-stack pages and features that shipped to production.
- Worked across the stack with React, TypeScript, Java, and AWS.
- Wrote unit tests to validate new functionality before release.

Freelance Website Developer

- Built websites for clients across many platforms over several years.
- Expert with WordPress and Squarespace.
- Proficient in HTML, CSS, PHP, and SQL.

EDUCATION

Lane Tech High School – Chicago, IL