

Teresa A. Graham

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SUMMARY

Dual-licensed REALTOR® in South Carolina and North Carolina with proven experience supporting residential real estate transactions from contract to closing. Skilled in transaction coordination, contract management, client communication, compliance monitoring, deadline tracking, and closing preparation. Recognized for exceptional organization, attention to detail, and customer service excellence. Combines real estate expertise with a Bachelor of Science in Management and extensive experience in project coordination, documentation management, and stakeholder communication.

EDUCATION

Clemson University

Bachelor of Science in Management

Clemson, South Carolina

EXPERIENCE

REALTOR®

- Represent buyers and sellers throughout the residential real estate transaction process.
- Coordinate inspections, appraisals, financing, title work, and closing activities.
- Track contractual deadlines, contingencies, and compliance requirements.
- Maintain communication among buyers, sellers, lenders, attorneys, inspectors, and cooperating agents.
- Prepare and maintain complete transaction files and supporting documentation.
- Conduct comparative market analyses and advise clients regarding local market conditions.
- Utilize Dotloop, DocuSign, BoldTrail CRM, and Canopy MLS to manage transaction documentation, workflow tracking, client communications, and compliance requirements.
- Leverage digital marketing tools and social media platforms to support listing exposure and client engagement.

Project Management & Training Consultant

2014 – 2024

Multiple Client Engagements

- Managed projects while ensuring adherence to timelines, milestones, and deliverables.
- Coordinated communications among stakeholders, leadership teams, vendors, and end users.
- Maintained detailed project documentation, status reports, training materials, and compliance records.
- Scheduled meetings, training sessions, and project activities while managing competing priorities.
- Developed and delivered training programs for diverse audiences in both virtual and classroom environments.
- Created process documentation, job aids, and user guides to support operational efficiency and knowledge transfer.
- Monitored project risks, tracked action items, and resolved issues to support successful project outcomes.
- Demonstrated exceptional organizational, communication, and customer service skills in fast-paced environments.

TECHNICAL SKILLS

Transaction Coordination

Contract-to-Close Management

Real Estate Sales

Buyer & Seller Representation

Contract Compliance

Deadline Management

Client Relations
Closing Coordination
Inspection & Appraisal Scheduling
Transaction Documentation
CRM Management
Document Management
Customer Service Excellence
Marketing & Social Media
Problem Resolution

CERTIFICATIONS

South Carolina Real Estate License #103150
North Carolina Real Estate License #321948
REALTOR®

TECHNOLOGY SKILLS

Real Estate Platforms: Canopy MLS; Dotloop; BoldTrail CRM; DocuSign Business & Productivity Tools: Google Workspace (Gmail, Google Docs, Google Sheets, Google Drive, Google Calendar, Google Meet); Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat; Canva Transaction Management: Electronic Signature Management; Contract and Compliance Tracking; Transaction File Management; Digital Document Storage and Organization; Calendar and Deadline Management

REAL ESTATE ACHIEVEMENTS

Closed 6 residential real estate transactions totaling approximately \$1.9 million in sales volume. Represented 5 buyers and 1 seller through all phases of the transaction process. Coordinated contract-to-close activities including inspections, appraisals, financing coordination, title work, and closing preparation. Developed strong working relationships with lenders, attorneys, inspectors, appraisers, and fellow real estate professionals. Demonstrated strong organizational, communication, and problem-solving skills throughout the real estate transaction process.

PROFESSIONAL AFFILIATIONS

Member, Piedmont Regional Association of REALTORS® (PRAR), Rock Hill, SC Member, National Association of REALTORS® (NAR) Member, Canopy MLS Affiliated with Dalton Wade Real Estate Group