

Sandra Wagner
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July 21, 2026

Reference: Transaction Coordinator

I am excited to apply for the Transaction Coordinator position at Dalton Wade Realty. As an active real estate professional combined with years of administrative and business office experience, I believe I offer a unique combination of industry knowledge, organization skills, and client service that would make me a valuable member of your team.

Working as a Realtor has given me a thorough understanding of the real estate transaction process from listing through closing. I understand the importance of meeting deadlines, coordinating with buyers, sellers, lenders, attorneys, title companies, inspectors, and fellow agents, while ensuring that every detail is handled accurately and professionally. I know firsthand how valuable a dependable transaction coordinator is to both agents and clients.

In addition to my real estate experience, I have developed strong administrative and organizational skills through my role in a busy business office environment. Managing confidential documents, coordinating multiple priorities, maintain accurate records, and communicating effectively with a wide variety of people have become second nature. I pride myself on being detail-orientated, dependable, and proactive in solving problems before they become issues.

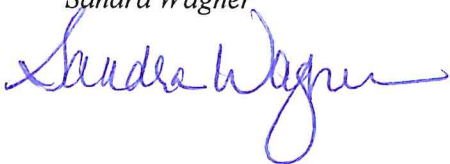
One of my greatest strengths is my ability to build relationships while remaining highly organized. I genuinely enjoy helping people and understand that buying or selling a home is often one of the biggest decisions clients make. My goal is always to make the process as smooth as stress-free as possible through clear communication, professionalism, and exceptional customer service.

I am confident that my combination of real estate knowledge, administrative expertise, and commitment to excellence would allow me to make an immediate contribution as a Transaction Coordinator. I would welcome the opportunity to discuss how my experience and work ethic can support both your agents and your clients.

Thank you for your time and consideration. I look forward to the opportunity to speak with you.

Sincerely,

Sandra Wagner



SANDRA WAGNER

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OBJECTIVE:

As a self-starter I strive to utilize my drive to motivate others and maintain or create a forward-thinking team that focuses on consistent growth and development of leaders.

SKILLS/ATTRIBUTES

- Strict confidentiality
- Ability to work within a culturally diverse population
- Discrete and professional
- Strong integrity and solid work ethic
- Ability to prioritize tasks in an efficient manner
- Outstanding communication and organizational skills
- Proven ability to maintain positive relationships with stakeholder's
- Excellent customer service
- Notary Public

EXPERIENCE:

Real Estate Salesperson
Dalton Wade Realty
March 2026

Have been selling Real Estate for the past eleven years.

April 2015 – Present

As a real estate professional, I have built strong relationships with clients through professionalism, responsiveness, and clear communication. I have guided many first-time homebuyers and sellers through each step of the transaction, while maintaining a high level of confidentiality and professionalism. I have experience with Dotloop, MLS, DocuSign, Showing Time, Sky Slope and Transaction Management Software.

- Manages residential real estate transactions from contract acceptance through closing
- Coordinated communication between buyers, sellers, attorneys, lenders, title companies, inspectors, and cooperating agents.
- Ensured all contract deadlines and contingency dates were met.
- Reviewed purchase contracts and supporting documents for accuracy and completeness.
- Maintained organized transaction files in compliance with brokerage and state requirements.
- Scheduled inspections, appraisals, final walkthroughs, and closing appointments.
- Assisted clients throughout the transaction process, providing regular updates and exceptional customer service.
- Prepared and processed transaction paperwork using electronic signature platforms and transaction management software.
- Worked with the MLS to enter, update, and maintain listing information
- Collaborated with brokers and administrative staff to facilitate smooth closings
- Managed multiple transactions simultaneously while meeting strict deadlines.
- Resolved transaction issues quickly through proactive communication and problem solving.

New Hartford Central School District
Confidential Secretary for the Assistant Superintendent of Business Affairs

July 23 – Present

As confidential secretary in the Business Office, I have had an excellent opportunity to learn the many multitudes of a School District. I have worked very closely with the Capital Projects for the district (currently two). I have acted as Tax Collector, Personnel Office, and District Clerk. The high level of confidentiality has entitled me to many opportunities. The constant change in day-to-day operations has shown me that I can be flexible. My duties in this position have included but are not limited to:

- Coordinating schedules with the three Superintendents
- Prepare and manage all incoming and outgoing correspondence.
- Prepare the agendas and minutes for monthly meetings including Budget and Finance, Building, Grounds and Transportation.
- Categorize priorities daily for leading administrators
- Prepare for the monthly school Board of Education meetings
- Backup in the personnel office and arrange meetings with new hires to complete their paperwork
- Answer all incoming calls and designate whom they should be forwarded to
- Handle retiree health insurance premiums
- Prepare and mail monthly tuition invoices, and district insurance billing to retirees
- Handle and document all incoming checks and ensure the Treasurers receives
- Reconcile all districts banking accounts monthly
- Assist the Director of Maintenance Facilities as needed
- Set-up and organize District training for staff
- Prepare and plan for the Superintendent Conference Days for all staff

Briggs and Stratton Corporation
Executive Assistant

July 2022 – July 2023

As executive assistant for the Sales department, human resource, manufacturing, service & warranty, I have had the opportunity to engage with multiple levels of clientele and gain insight into the inevitable fluctuations of company goals and direction according to the client's needs. The constant change in the market requires a high level of flexibility in all areas including lead generation, company objectives and office priorities. This position requires a high level of confidentiality and attention to detail. My duties in this position have included but are not limited to:

- Coordinating itineraries with external vendors and clients
- Support sales dept with responding to customer inquiries.
- Work as a liaison between customer complaints and company
- Scheduling and attending training sessions and demonstrations to improve personal knowledge of industry specific requirements.
- Coordinating logistics to assist the company in moving forward with long- and short-term objectives
- Working with multiple vendors to create and distribute project and call notes in a confidential system
- Manage all calendars and schedule and arrange domestic and international travel for executives
- Plan and host lunch meetings for large groups weekly
- Categorize priorities daily for leading executives.

Stockbridge Valley Central School:
Madison County Civil Service Office Assistant II

July 2007 – July 2022

As office assistant II to school district administration, I am accustomed to multitasking and reevaluating priorities as needed. My position in education has given me the ability to work under pressure with varying deadlines and to proactively address issues before they arise. My efficiency and ability to facilitate projects on a large and small

scale allowed me to appl the appropriate level of urgency to all matters while maintaining a high level of attention to detail. My duties in this position have included but are not limited to:

- Administrative support to the high school principal and high school guidance counselor
- Acting as a proxy for assigned administration as needed
- Maintaining accuracy and distributing health and custodial information to appropriate staff members while ensuring confidentiality of sensitive information
- Reviewing and processing all incoming and outgoing correspondence and directives
- Coordinating complex calendars for assigned administration
- Ensuring accuracy of all records for faculty and students
- Independently assembling publications for students and parents
- Documenting all discipline concerns and communicating those concerns to appropriate personnel and parents
- Providing requested data in numerous formats to other departments using a wide variety of office applications including but not limited to Microsoft Office and G Suite
- Collaborating logistical needs with all departments when organizing district and community wide events
- Monitored budgets for each of the high school departments and clubs
- Prepared and planned a multitude of year end events, such as High School Graduation, Senior Class Night and Honor Roll Breakfast
- Craft a yearly donation letter to potential donors for gradation scholarships from our community and local businesses.

EDUCATION:

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| • SUNY Morrisville | Business |
| • Cazenovia College | Human Resource Management |
| • LeMoyne College | Business |