

Regina Jackson

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Professional Summary

Detail-oriented and highly organized Transaction Coordinator and Realtor with experience supporting residential real estate transactions from contract to closing. Backed by 15 years as a Medical Assistant and Administrative Professional, bringing exceptional customer service, multitasking, documentation management, scheduling, and communication skills. Proven ability to manage multiple priorities, maintain confidentiality, and ensure smooth, timely transactions while delivering outstanding client experiences.

Core Qualifications

- Residential Realtor/Transaction Coordination
- Prospecting
- Contract Management
- Client Relations
- Real Estate Documentation
- Administrative Support
- Scheduling & Calendar Management
- Compliance & File Management
- Communication & Customer Service
- Problem Solving
- Attention to Detail
- Microsoft Office Suite
- Google Workspace
- CRM Systems
- Time Management
- Team Collaboration

Professional Experience

Realtor/Transaction Coordinator

Self-Employed / Real Estate Brokerage
2023 – Present

- Coordinate residential real estate transactions from executed contract through closing.
- Prepare, review, and organize contracts, disclosures, and transaction documents.
- Communicate with buyers, sellers, lenders, title companies, inspectors, and attorneys to ensure deadlines are met.
- Monitor contract timelines and contingency dates.
- Schedule inspections, appraisals, walk throughs, and closing appointments.
- Maintain accurate transaction files and ensure compliance with brokerage and state requirements.
- Provide exceptional customer service while guiding clients through the transaction process.
- Resolve issues promptly to help ensure successful closings.

Dalton Wade Realty Group 2/2026- Current

EXP Realty Northern Ca Inc. 12/2024-1/2026

Administrative Medical Assistant

Various Medical Practices 2008 – 2023

- Managed front-office administrative operations in fast-paced healthcare environments.
- Scheduled appointments and coordinated patient care.
- Maintained confidential medical records with strict attention to HIPAA compliance.
- Verified insurance, processed referrals, and handled authorizations.
- Assisted physicians with clinical and administrative duties.
- Answered high-volume phone calls and addressed patient concerns professionally.
- Entered and maintained accurate electronic medical records.
- Coordinated communication between patients, providers, pharmacies, and insurance companies.
- Maintained organized documentation and ensured accurate record keeping.

Education

High School Diploma/GED

Piedmont Adult Education-Piedmont, Ca 1998

Licenses & Certifications

- Licensed Realtor – California
- CPR Certification

- Administrative Assistant Cert.

Technical Skills

- Microsoft Word
- Microsoft Excel
- Outlook
- Google Docs & Sheets
- Electronic Medical Records (EMR/EHR)
- Real Estate CRM Systems
- Dotloop
- DocuSign
- SkySlope
- Transaction Management Software

Professional Strengths

- Strong organizational skills
- Excellent verbal and written communication
- Deadline driven
- Detail oriented
- Client-focused service
- Adaptable and dependable
- Able to manage multiple transactions simultaneously
- Professional and confidential