

Leanna Smotherman

Southern Oregon

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Professional Summary

Detail-oriented and highly organized licensed Oregon Real Estate Broker with nearly three years of experience managing residential real estate transactions from contract to closing. Experienced in coordinating with buyers, sellers, lenders, title companies, and inspectors while ensuring compliance with Oregon real estate regulations and brokerage procedures. Strong communicator with a background in finance, human resources, customer service, and transaction management. Passionate about providing exceptional support to agents and creating a seamless closing experience for clients.

Professional Experience

Licensed Real Estate Broker

2024 – Present

- Coordinated residential real estate transactions from executed contracts through successful closing.
 - Managed transaction timelines, deadlines, and contingency periods to ensure contractual compliance.
 - Prepared and reviewed transaction documents for accuracy and completeness.
 - Communicated daily with buyers, sellers, lenders, escrow officers, inspectors, and cooperating agents.
 - Scheduled inspections, appraisals, repairs, and closing appointments.
 - Maintained detailed transaction files in accordance with Oregon Real Estate Agency requirements.
 - Assisted clients throughout the buying and selling process while delivering exceptional customer service.
 - Managed multiple transactions simultaneously while meeting strict deadlines.
 - Worked with investment properties, traditional residential sales, limited service listings, and first-time homebuyers.
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Home Revive LLC

Real Estate Investor

- Coordinated purchase, renovation, and resale of investment properties.
 - Oversaw project timelines and maintained communication between contractors, vendors, and service providers.
 - Managed contracts, invoices, budgeting, and documentation.
 - Organized project schedules and ensured deadlines were met.
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Previous Professional Experience

Human Resources & Finance Professional

7+ Years

- Managed confidential records and documentation.
 - Coordinated employee onboarding, compliance, and administrative processes.
 - Maintained financial records and processed accounting-related tasks.
 - Developed strong organizational, communication, and problem-solving skills.
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Education & Licenses

Oregon Real Estate Broker License

Licensed since 2024

Core Skills

- Transaction Coordination
- Contract Management
- Real Estate Compliance
- Oregon Real Estate Forms
- SkySlope
- MLS Systems
- Deadline Management
- Customer Service
- Document Review

- Communication
 - Time Management
 - Organization
 - Problem Solving
 - Microsoft Office
 - Google Workspace
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Highlights

- Licensed Oregon Broker with nearly three years of transaction experience.
 - Experience managing numerous residential transactions from contract through closing.
 - Background in finance and human resources, bringing exceptional attention to detail and organization.
 - Strong ability to manage multiple files while maintaining accuracy and professionalism.
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For a **Transaction Coordinator** role within your brokerage, I'd also add a short accomplishments section if the brokerage knows your production. For example:

- Assisted with **18+ closed transactions** during your first year as a licensed broker.
- Experience working with buyers, sellers, investors, and first-time homebuyers.
- Familiar with limited-service listings, investment transactions, and traditional residential sales.

Those accomplishments help demonstrate that you've already handled the workflow a transaction coordinator manages and would make your resume even stronger.