



JOSETTE NEDOHON

TRANSACTION COORDINATOR | REAL ESTATE OPERATIONS | CONTRACT ADMINISTRATION

Jonesboro, GA • 470-750-7656 • TC.rojohomes@gmail.com

PROFESSIONAL SUMMARY

Georgia Licensed Real Estate Agent and hands-on real estate operations professional with experience supporting residential transactions, contract administration, leasing, and property management. Skilled at organizing transaction files, tracking critical dates, coordinating inspections and vendors, communicating with clients and service partners, and maintaining accurate documentation from agreement through closing.

Brings the disciplined follow-through of an owner-operator, a strong compliance foundation from real estate and insurance, and practical proficiency with Dotloop, DocuSign, BoldTrail, MLS platforms, QuickBooks, and property-management systems. Known for clear communication, careful documentation, and calm problem-solving when several deadlines are moving at once.

CORE COMPETENCIES

Contract-to-Close Support	Transaction File Management	Deadline & Contingency Tracking
Contract Administration	Listing & Buyer-Side Support	Compliance Documentation
Client & Agent Communication	Inspection / Vendor Coordination	Digital Records Management
Lease & Property Operations	Financial Reporting	Problem Resolution

RELEVANT EXPERIENCE

Georgia Licensed Real Estate Agent | 2024–Present

Georgia Real Estate Brokerages | Residential Sales & Leasing

- Support personal real estate transactions from accepted agreement through closing, including document preparation, signature coordination, file organization, and milestone follow-up.
- Track due-diligence, inspection, financing, appraisal, repair, and closing dates; communicate status and next steps to clients and transaction partners.
- Coordinate with buyers, sellers, lenders, closing attorneys, inspectors, appraisers, contractors, and vendors to keep transactions moving.
- Prepare and route contracts, disclosures, amendments, and supporting documents through Dotloop and DocuSign; maintain orderly digital records for brokerage review.
- Use GAMLS, FMLS, BoldTrail, RealScout, and MoxiWorks to support listing information, client follow-up, and transaction communication.
- Address documentation gaps and scheduling conflicts promptly while maintaining professional, service-focused communication.

Property Management & Leasing Operations | 2018–Present

Lease Option USA / HomeSolutions, LLC

- Direct administrative and operational functions for a residential rental portfolio, managing leasing, resident communication, maintenance coordination, documentation, and financial reporting.
- Market vacancies, schedule showings, screen applications, verify supporting information, prepare leases, and coordinate electronic execution and move-in requirements.
- Maintain lease files, inspection records, vendor documentation, maintenance histories, and resident communications in TenantCloud and other digital systems.
- Coordinate repairs and property access with residents, contractors, and vendors; track assignments through completion and document outcomes.
- Perform monthly bank reconciliations and prepare Profit & Loss Statements, Balance Sheets, year-end CPA records, and vendor 1099s using QuickBooks.

ADDITIONAL PROFESSIONAL EXPERIENCE

Medicare Relationship Manager II | Prior Experience

Health IQ

Member Service Specialist | Prior Experience

Virginia Farm Bureau

Licensed Personal Lines Specialist | Prior Experience

State Farm Insurance

Built a strong foundation in regulated documentation, client relationship management, policy accuracy, confidential information handling, issue resolution, and deadline-driven administrative support.

TECHNOLOGY

Transaction & CRM	Dotloop • DocuSign • BoldTrail • RealScout • MoxiWorks
MLS	GAMLS • FMLS • MLS platforms
Property Management	TenantCloud • Buildium • Tenant Turner
Accounting	QuickBooks • Bank Reconciliations • P&L / Balance Sheet Reporting • 1099 Preparation
Productivity	Microsoft Word • Excel • Outlook • PowerPoint • Google Workspace

LICENSES & PROFESSIONAL CREDENTIALS

Georgia Real Estate Salesperson License #443070 • REALTOR®