

TAYLOR MCCLAIN

TRANSACTION COORDINATION | CLIENT INTAKE | REAL ESTATE OPERATIONS

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PROFESSIONAL SUMMARY

Licensed Real Estate Salesperson and Project Scheduling professional bringing 6+ years of coordination, documentation, and deadline-driven experience to transaction coordination and client intake. Skilled at managing multiple concurrent files, tracking contract milestones, and communicating clearly with clients, agents, lenders, and title companies under tight timelines. PMP and CSM certified, with a proven track record of building tracking systems and process improvements that keep files accurate and on schedule.

CORE STRENGTHS

Transaction Coordination	Client Intake & Onboarding	Contract & Deadline Tracking
Compliance & Documentation	CRM & Workflow Systems	Stakeholder Communication
Multi-File Prioritization	Process Improvement	Cross-Team Coordination

REAL ESTATE CREDENTIAL

- Licensed Real Estate Salesperson, Virginia — Licensed October 2025; hands-on experience with contracts, disclosures, and the closing process from the agent side of the transaction.

PROFESSIONAL EXPERIENCE

Program Scheduler | Innovatus (Remote, Contract)

July 2025 – Present

- Track and update integrated program schedules supporting Department of the Navy acquisition programs, ensuring milestones, dependencies, and deadlines stay accurate across multiple concurrent workstreams.
- Coordinate with subcontractors and vendors to consolidate schedule inputs into a single, up-to-date master timeline.
- Flag schedule risks early and communicate status clearly to program leadership through recurring reports and dashboards.
- Maintain documentation standards to support audit readiness, mirroring the accuracy required in transaction file management.

Project Manager | PBG Consulting / DoS (Remote, Contract)

Oct 2024 – May 2025

- Managed tracking, reporting, and status communication across multiple federal initiatives running in parallel.
- Facilitated cross-team meetings to align timelines, resolve conflicts, and keep every stakeholder informed of next steps.
- Built executive dashboards and reports in MS Project Online and Power BI to keep leadership current on progress and risk.

Business Analyst | Ardent / Department of Homeland Security (Remote, Contract)

Nov 2023 – May 2024

- Reviewed compliance documentation and audit findings to identify gaps and recommend corrective actions.
- Facilitated stakeholder meetings to track remediation progress and confirm documentation requirements were met.

Project Coordinator | TEKsystems / PNC (Remote, Contract)

Oct 2022 – Aug 2023

- Coordinated multiple concurrent initiatives, managing schedules, budgets, and day-to-day stakeholder communication.
- Built status reports and dashboards to keep milestones, risks, and open items visible to all parties.
- Served as the go-between for business and technical teams, resolving blockers and keeping work moving.
- Maintained project documentation and supported team ceremonies within JIRA and SharePoint.

Healthcare Project Administrative Manager / Analyst | Loyal Source Government Services — San Antonio, TX

Feb 2019 – Oct 2022

- Managed operational documentation and reporting for federally regulated healthcare programs, maintaining strict accuracy and compliance standards (HIPAA, PII).
- Coordinated logistics, communications, and stakeholder updates to keep programs on track.
- Identified data discrepancies and implemented process fixes that improved reporting accuracy.

EDUCATION & CERTIFICATIONS

- Bachelor of Science, Exercise Science — Texas A&M University–San Antonio, Summa Cum Laude
- Associate of Arts, General Studies & Liberal Arts — Central New Mexico Community College, Dean's List
- Project Management Professional (PMP) — Current
- Certified ScrumMaster (CSM) — Current

TECHNOLOGY & TOOLS

Microsoft Office | Google Workspace | SharePoint | Salesforce | JIRA | Confluence | Power BI | Tableau | MS Project Online | DocuSign | CRM Systems