

SHE'KIA RENEA

Licensed Real Estate Professional | Transaction Coordinator

Atlanta, GA 30189 • 470-500-7598 • myclear2close@gmail.com

PROFESSIONAL SUMMARY

Licensed Georgia real estate professional with **5+ years of experience** in the industry, working with leading real estate brokerages and high-performing professionals. Organized, detail-oriented, and dependable with strong knowledge of the real estate transaction process. Experienced with **Dotloop** and skilled at managing deadlines, documents, communication, and multiple moving parts from contract to close.

CORE SKILLS

Transaction Coordination • Contract-to-Close • Dotloop • Document Management • Transaction Deadlines • Client Communication • Agent Support

Contract & File Review • Inspections & Appraisals • Title & Closing Coordination • Organization & Follow-Up • Problem Solving • Attention to Detail

REAL ESTATE EXPERIENCE

Licensed Real Estate Professional

5+ Years

- Experienced in managing the real estate transaction process from contract through closing.
- Keep transaction documents, deadlines, and details organized and on schedule.
- Utilize **Dotloop** for transaction and document management.
- Communicate professionally with agents, clients, lenders, title companies, inspectors, appraisers, and other transaction professionals.
- Track important contract deadlines and follow up on outstanding items.
- Review transaction files for completeness and accuracy.
- Coordinate inspections, appraisals, repairs, and closing-related activities.
- Manage multiple priorities while maintaining accuracy and attention to detail.
- Proactively identify potential issues and follow through to help keep transactions moving smoothly.
- Provide dependable, professional support with a strong commitment to client service.

LICENSE

Georgia Real Estate License - Active

Licensed for **5+ Years**

TECHNOLOGY

Dotloop • Microsoft Office • Google Workspace • Email & Calendar • Digital Document Management