

SANTANNA COLE

Real Estate Agent | Transaction Coordinator | Real Estate Administrative Support

 Alabama & Georgia

 770-589-5113

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PROFESSIONAL SUMMARY

Motivated and detail-oriented real estate professional with experience as a **licensed Georgia Real Estate Agent**, previously licensed in Alabama, and **Transaction Coordinator supporting two Alabama real estate agents**. Experienced in managing real estate transactions from contract to closing, coordinating with buyers, sellers, lenders, title companies, agents, and other transaction parties, and keeping deadlines and required documentation organized.

Strong understanding of real estate contracts, addenda, disclosures, closing documents, transaction timelines, client communication, and administrative processes. Known for being dependable, organized, responsive, and proactive in keeping transactions moving smoothly.

REAL ESTATE EXPERIENCE

TRANSACTION COORDINATOR

Independent Real Estate Support | Alabama

March 2026 – Present

Provide transaction coordination and administrative support for two Alabama real estate agents, assisting with the organization and management of transactions from contract acceptance through closing.

Key Responsibilities:

- Coordinate real estate transactions from executed contract through closing.
- Maintain transaction files and ensure required documents are collected, organized, and distributed.

- Track important contract deadlines, contingencies, inspections, financing, appraisal, and closing requirements.
 - Communicate with buyers, sellers, lenders, title companies, inspectors, agents, and other transaction parties.
 - Prepare and distribute addenda and other transaction-related documents for signatures.
 - Follow up on outstanding signatures, documents, approvals, and transaction requirements.
 - Send transaction updates to agents, lenders, title companies, and clients as needed.
 - Help ensure all parties remain informed and transactions stay on schedule.
 - Assist with closing coordination, including confirming closing details and communicating with the appropriate parties.
 - Maintain professional and timely communication throughout each transaction.
 - Provide administrative support to agents to help them remain focused on clients and business development.
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REAL ESTATE AGENT

Licensed Real Estate Agent | Georgia

Dalton Wade | 2026 – Present

Represent and assist clients throughout the residential real estate process, providing professional guidance and support from initial consultation through closing.

Key Responsibilities:

- Assist buyers and sellers with residential real estate transactions.
 - Communicate with clients regarding properties, offers, negotiations, inspections, financing, and closing.
 - Prepare and coordinate contracts, addenda, disclosures, and other transaction documents.
 - Monitor transaction timelines and important contractual deadlines.
 - Coordinate with lenders, title companies, inspectors, cooperating agents, and other professionals.
 - Assist clients with understanding transaction processes and required documentation.
 - Maintain organized transaction records and client information.
 - Provide consistent communication and follow-up throughout the transaction.
 - Assist with property marketing, client outreach, and lead follow-up.
 - Maintain professionalism and attention to detail while managing multiple transaction responsibilities.
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ALABAMA REAL ESTATE LICENSE

Alabama Real Estate License — Inactive Status

Previously licensed in Alabama with knowledge of Alabama residential real estate practices, contracts, transaction procedures, and industry requirements.

CORE SKILLS

- Real Estate Transaction Coordination
 - Contract-to-Close Management
 - Buyer & Seller Communication
 - Contract & Addendum Preparation
 - Transaction File Management
 - Deadline & Timeline Tracking
 - Title & Closing Coordination
 - Lender Communication
 - Inspection & Appraisal Coordination
 - Document Collection & Organization
 - Client Relations
 - Administrative Support
 - Email & Phone Communication
 - Problem Solving
 - Attention to Detail
 - Confidential Information Handling
 - Multi-Tasking & Time Management
 - Real Estate Marketing & Social Media
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PROFESSIONAL STRENGTHS

Highly Organized: Able to manage multiple transactions, deadlines, documents, and communication simultaneously.

Detail-Oriented: Focused on accuracy and making sure required documents, signatures, and deadlines are not overlooked.

Strong Communicator: Comfortable communicating professionally with clients, agents, lenders, title companies, inspectors, and other transaction professionals.

Proactive: Regularly follows up on outstanding items and works to identify potential issues before they become problems.

Client-Focused: Committed to providing responsive, professional service and helping create a smooth transaction experience.

TECHNOLOGY & REAL ESTATE TOOLS

- MLS Systems
 - Electronic Signature Platforms
 - Email & Calendar Management
 - Microsoft Office
 - Google Workspace
 - Canva
 - Dotloop
 - Social Media Platforms
 - Digital File & Document Management
 - Real Estate Transaction Management Systems
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EDUCATION & LICENSING

Real Estate License — Georgia
Active

Real Estate License — Alabama
Inactive

REFERENCES

Available upon request.