

TIFFANY BAILEY

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PROFESSIONAL SUMMARY

Results-driven **REALTOR®** with more than eight years of experience representing buyers and sellers in residential real estate throughout Florida and Georgia. Proven success generating **\$4,146,036 in verified Florida residential sales volume**, with an additional **\$3.1 million in residential sales** achieved during less than one year with DJ & Lindsey Real Estate. Experienced in residential resale, new construction, pricing strategy, contract negotiation, transaction management, and client relationship development. Recognized for delivering exceptional customer service, building long-term client relationships, and successfully guiding transactions from consultation through closing with professionalism, integrity, and attention to detail.

CAREER HIGHLIGHTS

- Licensed **REALTOR®** in Florida and Georgia
- More than **8 years** of residential real estate experience
- **\$4,146,036** in verified Florida residential sales volume
- Generated more than **\$3.1 million** in residential sales during less than one year with **DJ & Lindsey Real Estate**(May 2024 – April 2025)
- Extensive experience representing buyers and sellers in residential resale and new construction
- Skilled in Comparative Market Analysis (CMA), pricing strategy, contract negotiation, and transaction management
- Successfully managed transactions from listing through closing while maintaining regulatory compliance
- Strong working relationships with lenders, title companies, inspectors, attorneys, builders, and other real estate professionals
- Committed to the **National Association of REALTORS® Code of Ethics**
- Recognized for professionalism, responsiveness, integrity, and exceptional customer service

CORE COMPETENCIES

- Buyer Representation
- Seller Representation

- Residential Real Estate Sales
- New Construction Sales
- Comparative Market Analysis (CMA)
- Pricing Strategy
- Contract Negotiation
- Transaction Coordination
- Contract Preparation
- Client Relationship Management
- Lead Generation
- Marketing & Advertising
- MLS Systems
- Market Analysis
- Customer Service
- Organization & Time Management
- Problem Solving
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Real Estate Sales Agent

Dalton Wade Group

April 2025 – Present

- Represent buyers and sellers throughout every stage of the residential real estate transaction process.
- Develop pricing strategies using market data and Comparative Market Analyses (CMAs).
- Prepare and negotiate purchase agreements, disclosures, and related transaction documents.
- Coordinate inspections, appraisals, financing, title work, and closing schedules.
- Maintain consistent communication with clients while ensuring smooth, on-time closings.
- Build a referral-based business through professionalism, integrity, and outstanding customer service.

Real Estate Sales Agent

DJ & Lindsey Real Estate

May 2024 – April 2025

- Generated more than **\$3.1 million** in residential sales volume in less than one year.
- Represented buyers and sellers throughout Northeast Florida residential real estate transactions.
- Prepared contracts, disclosures, amendments, and transaction documentation.
- Coordinated inspections, financing, appraisals, title work, and closing activities.

- Conducted Comparative Market Analyses (CMAs) and market research to assist clients with pricing and purchasing decisions.
- Collaborated with lenders, inspectors, title companies, and attorneys to ensure successful closings.
- Built lasting client relationships through responsive communication, market expertise, and exceptional customer service.

Real Estate Sales Agent

Dalton Wade Group
January 2023 – May 2024

- Generated **\$4,146,036** in verified Florida residential sales volume.
- Guided buyers and sellers through every phase of the residential real estate transaction process.
- Prepared purchase agreements, disclosures, and required transaction documentation.
- Coordinated inspections, financing, title services, and closing appointments.
- Performed Comparative Market Analyses (CMAs) to assist clients in determining competitive market values.
- Maintained organized electronic transaction files while ensuring compliance with brokerage and Florida real estate regulations.
- Earned repeat business and client referrals through exceptional customer service and consistent communication.

Real Estate Sales Agent

Southern Classic Realtors
July 2017 – January 2023

- Specialized in residential resale and new construction throughout Georgia.
- Represented buyers and sellers from initial consultation through closing.
- Negotiated purchase agreements and advised clients on pricing strategies and market conditions.
- Coordinated with builders, lenders, inspectors, title companies, and attorneys to ensure successful closings.
- Developed comprehensive marketing plans utilizing MLS, online advertising, social media, and open houses.
- Built a strong referral-based business through professionalism, integrity, and superior customer service.

PROFESSIONAL AFFILIATIONS

National Association of REALTORS®

- Northeast Florida Association of REALTORS®
- Georgia MLS
- Flagler County Association of REALTORS
- Stellar MLS

TECHNICAL SKILLS

- Stellar MLS
- Georgia MLS
- Dotloop
- ShowingTime
- Supra eKEY
- DocuSign
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Google Workspace
- Electronic Transaction Management Systems
- Social Media Marketing
- Digital Marketing