
Yelena Kaplan
Transaction Coordinator
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SKILLS

Real estate transaction coordination, contract review and compliance, loan processing knowledge, title and escrow communication, deadline and pipeline tracking, document preparation and accuracy, client and vendor relations, problem solving, multitasking, Microsoft Office and CRM systems

EXPERIENCE

Realtor, Kirkland, WA - *Realtor*

12/2025 - Present

- Manage residential real estate transactions from contract to closing, ensuring all deadlines and contract terms are met.
- Coordinate with lenders, escrow/title companies, inspectors, and clients to ensure smooth and timely closings.
- Review contracts and disclosures for accuracy and completeness while maintaining compliance.

Washington First Mortgage Loan Corporation, Kirkland, WA - *Loan Originator*

02/2017 - 03/2019

- Guided clients through mortgage applications and loan options, ensuring a clear understanding of the process.
- Collected and reviewed financial documentation to support loan approval and compliance.
- Worked closely with Realtors, loan processors, underwriters, and escrow teams to ensure timely closings.

Middlesex Mortgage, Manchester, NH - *Loan Processor*

06/2003 - 08/2009

- Processed loan files from application through funding, verifying income, assets, and credit documentation.
- Coordinated with lenders, title companies, and escrow to prepare complete and accurate closing packages.
- Managed multiple files simultaneously while meeting strict deadlines and ensuring accuracy.

EDUCATION

University of Massachusetts, Amhers, MA - *Bachelors of Art*

09/1998 - 06/2003

LICENSES AND CERTIFICATIONS

Real Estate Broker License — Washington State Department of Licensing