

Tanetra Austin

Licensed Alabama REALTOR® | Transaction Coordinator Candidate | Real Estate Operations

Birmingham, AL | 205-547-0432 | together@tanetraaustin.com

Professional Summary / Bio

Licensed Alabama REALTOR® with approximately 3+ years of real estate industry experience and hands-on responsibility coordinating transactions from contract through closing. Experienced in transaction documentation, contract deadlines, inspections, appraisals, financing milestones, client communication, MLS workflows, and coordination with lenders, inspectors, closing professionals, and cooperating agents. Organized, responsive, compliance-focused, and prepared to support Dalton Wade agents with accurate and timely transaction coordination.

State Coverage & Licensing

State Coverage: Alabama

Licensing: Active Alabama Real Estate License

Types of Transactions Managed

Residential buyer transactions • Residential listings/seller transactions • Investment properties • Land transactions • Commercial real estate support

Industry Experience

Real Estate Industry: January 2023-Present (approximately 3+ years)

Licensed REALTOR® Experience: Residential sales, listings, buyer representation, investor transactions, land, and real estate operations.

Transaction Coordination Responsibilities

- Coordinate transaction activity from executed contract through closing and maintain organized transaction records.
- Track contractual deadlines, contingencies, inspections, appraisals, financing milestones, repairs, amendments, and closing requirements.
- Prepare, review, and organize purchase agreements, addenda/amendments, disclosures, and supporting transaction documents.
- Communicate transaction status and outstanding items with buyers, sellers, agents, lenders, inspectors, attorneys/title/closing professionals, and other parties.
- Support MLS listing documentation and accurate property/transaction information.
- Maintain compliance-focused files and help ensure required documentation and deadlines are completed on schedule.

Relevant Real Estate Experience

Licensed REALTOR®

Dalton Wade Real Estate Group | Alabama

October 2025-Present

- Represent buyers and sellers and manage active transactions through contract, due diligence, financing, and closing.
- Coordinate transaction documentation, inspections, appraisals, lender communication, repairs, amendments, and closing activities.
- Maintain timely client and cooperating-agent communication while monitoring contract obligations and deadlines.

REALTOR®

eXp Realty | Hoover, AL

September 2024-October 2025

- Managed residential and investment transactions and coordinated with lenders, inspectors, attorneys/closing professionals, clients, and cooperating agents.
- Prepared and negotiated contracts and maintained organized transaction documentation and deadline tracking.

Real Estate Asset & Portfolio Manager

TA Investments | Birmingham, AL

January 2023-Present

- Oversee real estate assets, contracts, property operations, leases, capital improvements, budgeting, and transaction-related records.
- Use CRM, property-management, Microsoft Office, and financial tools to organize information and support operations.

REALTOR®

Iron City Premier Realty | Birmingham, AL

January 2023-September 2024

- Drafted and reviewed purchase agreements, contracts, disclosures, and related documents.
- Coordinated inspections, appraisals, repairs, financing resources, deadlines, MLS listings, CMAs, and client communications.

Education & Professional Development

Bachelor of Arts, Mass Communications - University of Alabama at Birmingham (UAB), May 2019
Graduate, Irondale Citizen Engagement Institute - City of Irondale, April 2026

Core Skills

Transaction coordination • Contract-to-close workflow • Deadline tracking • Contracts & addenda • Inspections & appraisals • MLS documentation • File organization • Compliance • Client/agent communication • CRM systems • Microsoft Office • Fair Housing • Negotiation • Time management