

JOHN B. STEWART

TRANSACTION COORDINATOR | REAL ESTATE PROFESSIONAL | CUSTOMER SERVICE

202-910-2938 | stewartenterprises71@gmail.com | Suitland, MD

PROFESSIONAL SUMMARY

Real estate professional with 9 years of experience supporting real estate transactions, clients, and industry partners, combined with extensive customer service and administrative experience. Skilled in transaction follow-up, document organization, client communication, scheduling, deadline tracking, and resolving issues with professionalism and attention to detail. Experienced working with buyers, sellers, lenders, title/settlement professionals, inspectors, agents, and other stakeholders. Brings a strong customer-focused approach and the ability to manage multiple priorities in a deadline-driven environment.

CORE SKILLS

Real Estate Transaction Coordination • Contract & Document Management • Client & Agent Communication • Customer Service • Transaction Follow-Up • Deadline & Calendar Management • Closing Coordination • File Organization & Compliance • Buyer & Seller Support • Lender & Title Company Communication • Problem Solving • Microsoft Office & CRM Systems • Electronic Documentation • Professional Communication

REAL ESTATE EXPERIENCE

REALTOR / REAL ESTATE PROFESSIONAL | Maryland, Washington, D.C. & Virginia | 9 Years

- Managed and supported real estate transactions from initial client consultation through contract, settlement, and closing.
- Organized transaction documents, client files, correspondence, and required paperwork while maintaining attention to detail.
- Communicated with buyers, sellers, lenders, title/settlement companies, inspectors, agents, and other transaction partners.
- Tracked transaction timelines, appointments, inspections, financing requirements, contingencies, and closing-related tasks.
- Provided responsive customer service and kept clients informed about transaction progress, deadlines, and next steps.
- Assisted clients with understanding real estate procedures, contracts, timelines, and required documentation.
- Coordinated multiple client needs and time-sensitive transaction activities while maintaining professionalism and follow-through.
- Identified and addressed transaction issues by communicating with the appropriate parties to help keep transactions moving toward closing.

PROFESSIONAL EXPERIENCE

Site Administrator | Cornerstone Montgomery | 2021–2026

- Maintained detailed records, documentation, reports, and client information while coordinating multiple priorities.
- Communicated with clients, families, employers, healthcare professionals, and other stakeholders to support individualized goals.
- Monitored progress, prepared reports, coordinated resources, and followed established procedures and deadlines.
- Worked with electronic case-management documentation and maintained accurate records.

Community Living Specialist | Vesta Inc. | 2023–Present

- Prepared and maintained required records and reports and documented progress toward specific goals.
- Communicated professionally with clients, families, coworkers, and community stakeholders.
- Provided employment-related support and taught job-search skills and techniques.

Language Assessor / Customer Service Representative | Sutherland Global Services | 2013–2017

- Provided customer service and technical troubleshooting while addressing customer questions and concerns.
- Explained billing and processed payments accurately.
- Managed and updated a SharePoint database and recorded assessment results.
- Participated in weekly calibrations and maintained professional communication with team members.

Resident Aide | Crossroads Community Inc. | 2018–2020

- Maintained required documentation, reports, and evaluations.
- Provided customer-focused support while managing multiple daily responsibilities.

Chaplain | InterfaithWorks | 2014–2016

- Communicated professionally with staff, clients, and families and participated in meetings and training.

ADDITIONAL EXPERIENCE

Residential Counselor / Community Integrator / Rehabilitation Counselor / ESL Teacher / Daily Substitute Teacher & Teacher Assistant / Mental Retardation Worker I

EDUCATION

Master of Science in Education — Le Moyne College, Syracuse, New York

Bachelor of Business Administration — State University of New York at Utica/Rome

Associate Degree of Business Management — Central City Business Institute, Syracuse, New York