

RINA AGAJANYAN

Real Estate Transaction Coordinator

EMPLOYMENT HISTORY

REAL ESTATE TRANSACTION COORDINATOR

Rise Realty

2021 – Present

Glendale, CA

- ♦ Delivered final offers to sellers, and prepared contracts, leases, deeds, and closing statements, completing 15-20 deals each year.
- ♦ Designed marketing campaigns through the use of digital media and promotional items, to obtain 23% of business from referrals.
- ♦ Coordinated 8+ monthly open houses and meetings between buyers and sellers.
- ♦ Processed contract documents using Dotloop and DocuSign, reducing signature turnaround to under 48 hours.
- ♦ Coordinated title orders and resolved title issues with escrow companies to clear closings on schedule.
- ♦ Managed transaction timelines and updated clients with weekly status reports through CRM entries.
- ♦ Prepared closing packages and communicated required deliverables to lenders, attorneys, and listing agents.
- ♦ Reviewed purchase agreements for contingencies and communicated deadlines to agents to avoid contract breaches.
- ♦ Tracked inspection and appraisal contingencies, prompting remedial actions that kept deals from lapsing.
- ♦ Communicated with sellers, buyers, and renters to understand property needs, timeline, and budget, earning 36% of business through referrals.
- ♦ Compiled and updated lists of over 900 properties with details regarding location, square footage, features, and more.
- ♦ Developed positive relationships with lenders, appraisers, home inspectors, and escrow companies.
- ♦ Facilitated paperwork such as closing statements, deeds, contracts, purchase agreements, and leases to increase efficiency by 13%.

EDUCATION

HIGH SCHOOL DIPLOMA

Foreign High School

1985 – 1995

Armenia

BUSINESS ADMINISTRATION

G.C.C.

2002 – 2004

SKILLS

Adaptable, Verbal Communication, Critical Thinking, Compassionate, Bilingual (Armenian), Organized, Networking, Problem Solving, Attention to Detail, Time Management, Client Management