Melissa Wyatt

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Objective
To obtain employment in a Real Estate environment to further my Career.

Work Experience

Office Administrative Assistant/Receptionist

United Country Ozark Realty, Inc. - Melbourne, AR
September 2014 to November 2018

• Welcome Sellers and Customers with upbeat and friendly manner
• Answer and direct incoming calls to appropriate personnel
• Manage clerical services to staff including faxing, copying, and file management
• Assist in developing Marketing materials including brochures, data sheets, and in-house listing catalogs
• In charge of all Social Media marketing including Facebook, Google Plus,YouTube, and Instagram
• Handle newspaper advertising
• Supervise office Zillow account including maintenance of listings and customer inquiries
• Create office listing videos
• Knowledge in building mass marketing email via the United Country program
• Conduct office calendar

Licensed Real Estate Agent

United Country Ozark Realty, Inc. - Melbourne, AR
October 2017 to November 2018

•Customary Real Estate agent duties
•Provide information to potential buyers via email, calls, and or walk-ins
•Show residential properties and explained features, value, and benefits of available homes
• Write contracts and purchase agreements

Office Assistant/Listing Assistant/Transaction Coordinator

The Morrow Group - Bartlett, TN
November 2018 to September 2021

• Input client information in CRM programs and put appropriate notes/reminders for agents.
• Answer and direct incoming calls to appropriate personnel. Answered any questions directed at myself.
• Assist in developing Marketing materials including listing flyers and open house flyers.
• For a time in charge of Social Media marketing including Facebook and Instagram.
• Prepare listing documents for agents for any upcoming listing appointments.
• Once listing is obtained by agents, I call/text for introductions and schedule myself to preview the home.
• Preview all listings to obtain necessary room measurements and notes of features of the home.

- Secure a lockbox on all listings and put out for sale signs.
- Input listing in the Multiple Listing Service.
- Contract to close on all listings. Duties include the below.
    - Ensuring all required documents are complete, accurate, and submitted on time.
    - Managing contracts, disclosures, and other documents.
    - Maintaining organized records of the transaction.
    - Draft any amendments, disclosures, or proposals per the agent's request.
    - Send any necessary documents for signature.
    - Serving as a point of contact for all parties involved (buyers, sellers, agents, title companies, lenders, etc.).
    - Keeping clients informed about the progress of the transaction.
    - Coordinating inspections, appraisals, and other necessary steps.
    - Tracking deadlines and ensuring that all tasks are completed on time.
    - Scheduling appointments, inspections, and closings.
    - Working to ensure that the transaction proceeds smoothly and efficiently.
    - Identifying and resolving potential issues.
    - Helping agents to focus on building relationships and closing deals.
- Close out sold listings in MLS and update any CRM notes where appropriate.
- Send out congratulatory text to clients.
- Pickup all lockboxes and for sale signs on sold listings.

Independent Transaction Coordinator

Lamar, MS

September 2022 to Present

- Ensuring all required documents are complete, accurate, and submitted on time.
- Managing contracts, disclosures, and other documents.
- Maintaining organized records of the transaction.
- Draft any amendments, disclosures, or proposals per the agent's request.
- Send any necessary documents for signature.
- Serving as a point of contact for all parties involved (buyers, sellers, agents, title companies, lenders, etc.).
- Keeping clients informed about the progress of the transaction.
- Coordinating inspections, appraisals, and other necessary steps.
- Tracking deadlines and ensuring that all tasks are completed on time.
- Scheduling appointments, inspections, and closings.
- Working to ensure that the transaction proceeds smoothly and efficiently.
- Identifying and resolving potential issues.
- Helping agents to focus on building relationships and closing deals.
- Optional Input listing in MLS and ensure addenda are in the document section.

Licensed Real Estate Agent

Epique Realty - Munford, TN
July 2024 to Present

- Customary Real Estate agent duties.
- Provide information to potential buyers via email, calls, and texts.
- Show residential properties and explain features, value, and benefits of available homes.
- Write Purchase and sale contracts.
- Draft any additional supporting documents.
- Write listing agreements.

Education

Associate in General Technology

Melbourne, AR
December 2012

Associate in Health Information Technology

Melbourne, AR
December 2012

Skills

Marketing, Microsoft Office, Data Entry, Social Media Marketing, File Maintenance, Customer Service, Advertising, Real Estate. I am experienced with KW Command, Docusign, Dotloop, Transaction Desk/Authentisign, Skyslope, Skyslope Forms, Digisign, Paragon, MAAR Data. I have experience with contracts from the following states: Arkansas, Tennessee, and Mississippi.

Certifications/Licenses

Real Estate License

October 2017 to December 2018

Licensed in the State of Arkansas

Real Estate License

July 2024 to present

Licensed in the State of Tennessee