BETH MIDDLETON

FLORIDA TRANSACTION COORDINATOR & REALTOR®

727.487.1655

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PROFESSIONAL SUMMARY

Florida licensed Realtor® and experienced Transaction Coordinator with more than 11 years in residential real estate. My legal and administrative background, combined with hands-on real estate experience, provides a strong foundation in contracts, documentation, deadlines, and compliance. I offer Listing Management and Contract-to-Close services, with an emphasis on organization, attention to detail, and clear communication.

TRANSACTION COORDINATION

April 2015 – Present

- Manage and maintain organized Listing Management and Contract-to-Close transaction files.
- Review and organize agreements, contracts, disclosures, addenda, and supporting documentation.
- Monitor deadlines, contingencies, deposits, and transaction milestones.
- Communicate with agents, lenders, title companies, and other parties throughout the process.
- Maintain organized Dotloop files and submit documentation for brokerage compliance review.
- Assist with MLS entry and updates when access permits.
- Keep agents informed of outstanding items and transaction developments.

REAL ESTATE EXPERIENCE

Florida Licensed Realtor®

April 2015 – Present

- Experience representing buyers and sellers in residential transactions.
- Prepare and review listing agreements, contracts, offers, counteroffers, and addenda.
- Navigate inspection, financing, appraisal, and closing-related matters.
- Input and manage listings in Stellar MLS.
- Maintain communication with clients and transaction participants.
- Develop listing strategies and marketing materials.

LEGAL & ADMINISTRATIVE BACKGROUND

Paralegal & Legal Administrator

Prior Years

- Extensive experience supporting attorneys with legal documentation, research, case management, negotiations, scheduling, and deadline tracking.
- Managed office operations, records, and administrative procedures.
- Coordinated communication among clients, attorneys, and other professionals.

PROFESSIONAL CREDENTIALS

Florida Realtor® (Active) | Certified Probate Real Estate Specialist (CPRES) | Dalton Wade Mentor