Quan Pham

mycoordinatoremail@gmail.com 657.656.2660

SUMMARY

I take transactions from contract to close so agents can stay in front of clients. Ten years in real estate, more than 100 transactions closed, and a document-first process built for California timelines: every deadline tracked, every disclosure accounted for, and every file audit-ready at closing. Orange County and surrounding Southern California counties, with remote coordination for teams across California.

EXPERIENCE

Transaction Coordinator

Independent **2015 - Present, Orange County, CA**

- Closed 100+ transactions from contract to close, managing timelines, contingencies, and disclosures across concurrent files
- Built California-specific compliance checklists so every disclosure, addendum, and signature was captured on time, and every file was audit-ready at closing
- Served as single point of contact for agents, buyers and sellers, escrow, title, and lenders from acceptance through recording, with a written status update at each milestone
- Managed document control and deadlines: contract, disclosure, and closing package review, plus inspection, appraisal, loan, and contingency dates tracked to completion

EDUCATION

B.A. in Administration

Minor in Finance • California State University, Fullerton • Fullerton, CA • 2011

CERTIFICATIONS

Licensed California Real Estate Agent (REALTOR)

SKILLS

Contract-to-close coordination

Deadline and contingency tracking

Disclosure and compliance review

Document collection and file audit

Escrow, title, and lender follow-up

Closing coordination and status updates

Transaction tracking and file organization

Agent, client, and vendor communication

Same-day response with written milestone updates

Checklist-driven file compliance

Audit-ready file delivery for broker review

Bilingual: English and Vietnamese