JAMES “MATT” CUNNINGHAM

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PROFESSIONAL SUMMARY

Experienced real estate professional and executive leader with a background in residential real estate, property investment, transaction management, and more than 16 years of nonprofit executive leadership. Proven ability to manage complex operations, coordinate multiple priorities, maintain detailed documentation, oversee financial responsibilities, and build strong professional relationships.

As a REALTOR® with residential transaction experience, I understand the importance of contract compliance, critical deadlines, communication between parties, and keeping transactions moving smoothly toward closing. Experienced with Dotloop and TransactionDesk, with a strong foundation in organization, problem-solving, customer service, and operational efficiency.

Seeking a Real Estate Transaction Coordinator position where I can combine my real estate knowledge and executive management experience to provide dependable transaction support to agents, clients, lenders, and title professionals.

CORE COMPETENCIES

- Residential Real Estate Transactions
- Contract and Document Management
- Transaction Coordination
- Contract Deadline Monitoring
- Closing Preparation and Follow-Up
- Real Estate Client Communication
- Dotloop and TransactionDesk
- Property Evaluation and Investment
- Administrative and Operational Management
- Organization and Time Management
- Financial Oversight and Reporting
- Relationship and Vendor Management
- Problem Resolution and Customer Service
- Remote Team Collaboration

PROFESSIONAL EXPERIENCE

REALTOR® | Residential Real Estate

Cleveland, Tennessee | December 2022–Present

- Represent buyers and sellers throughout residential real estate transactions.
- Manage transaction-related documentation, contracts, disclosures, and supporting paperwork.
- Monitor important contract dates, contingencies, and transaction milestones.
- Coordinate communication between clients, agents, lenders, title companies, and other transaction participants.
- Assist clients through the buying and selling process, maintaining consistent communication and attention to detail.
- Utilize Dotloop and TransactionDesk for transaction documentation and workflow management.
- Develop an understanding of the operational demands involved in successfully managing multiple transactions.
- Achieved company cap status for two consecutive years.

Executive Director | The Salvation Army / ROTOM

16+ Years of Executive Leadership

- Directed complex organizational operations, overseeing administrative functions, financial management, personnel, and strategic initiatives.
- Managed budgets and financial operations of up to $10 million.
- Supervised, developed, and coordinated teams while maintaining accountability for organizational performance.
- Worked closely with boards, community leaders, donors, vendors, and external stakeholders.
- Managed multiple projects and competing deadlines while maintaining accurate records and documentation.
- Developed and implemented operational procedures to improve efficiency and organizational effectiveness.
- Oversaw fundraising initiatives, financial reporting, budgeting, and resource allocation.
- Built strong relationships through professional communication, customer service, and problem resolution.
- Maintained a high level of confidentiality and professionalism when handling sensitive financial and organizational information.

Residential Real Estate Investor / Property Evaluator

- Evaluated residential properties for investment opportunities and potential value.
- Assessed property conditions, renovation needs, and improvement opportunities.
- Coordinated renovation projects and related activities.
- Developed an understanding of property acquisition, disposition, and the financial considerations associated with residential real estate investments.

EDUCATION

Bachelor of Arts – Communications
Reinhardt University

TECHNOLOGY

- Dotloop
- TransactionDesk
- Microsoft Office
- Digital Document Management
- Online Communication and Collaboration Platforms
- Real Estate Transaction Documentation Systems

PROFESSIONAL STRENGTHS

- Highly organized with strong attention to detail.
- Experienced managing multiple responsibilities and competing deadlines.
- Excellent written and verbal communication skills.
- Comfortable working independently and in remote environments.
- Strong understanding of the residential real estate transaction process.
- Professional, dependable, and committed to delivering an excellent client experience.

CAREER OBJECTIVE

To bring my combination of real estate experience, executive leadership, operational management, and organizational skills to a Real Estate Transaction Coordinator position. My goal is to help real estate professionals operate more efficiently, provide exceptional service to their clients, and ensure transactions are organized, documented, and moving toward successful closings.