

# RUBY GREEN

(222) 222-2222 • Street Address • City, ST Zip Code • xxxxx@yahoo.com

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## TRANSACTION COORDINATOR / LISTING COORDINATOR

Creative, consistently successful professional who delivers strong and sustainable gains in performance and productivity. Proven ability in managing listings, preparing agreements, and presenting offers to sellers. Expertise in building rapport and respect with vendors, staff, and clients. Effective multi-tasker who thrives in busy, fast-paced environments. Visionary thinker with strong work ethic and exceptional leadership, communication, and organizational skills.

Office Management...Real Estate Trends...Staff Supervision...Customer Satisfaction...Escrow...Quality Control...Data Entry/Analysis...Listing Agreements...Vendor Relations...Regulatory Compliance...Problem Resolution

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### PROFESSIONAL EXPERIENCE

Company Name, City, ST 2007-2011  
**Licensed Transaction Coordinator (2008-2011)**  
**Listing Manager (2007-2008)**

Received promotion based on high levels of performance and excellent work ethic. Planned, managed, and provided leadership for listing and closing operations within one of the Top 5 real estate groups in County Name. Researched real estate trends and market data, assisted 25+ clients per week in determining listing price of homes, and helped buyers make offers to sellers. Managed approximately 40 listings per week and entered homes on Multiple Listing Service.

Hired, trained, supervised, and mentored 4 Real Estate Agents ensuring staff utilized up-to-date forms and remained in compliance with company and state Real Estate Board guidelines. Prepared agreements and regularly communicated with vendors regarding new listings and closings. Called sellers to discuss weekly updates on showings, assessed sales data, presented offers to clients, opened escrow, and built relationships with lenders to guarantee timely closings. Maintained accurate database of homes, processed status change requests, and updated photos/property descriptions.

Received high marks on customer satisfaction questionnaire for exceptional service.

- Successfully monitored progress of sales to ensure deadlines were consistently met.

*Additional experience as Executive Administrative Assistant for Company Name*

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### PROFESSIONAL CREDENTIALS

CA Real Estate License Candidate

TX Real Estate License

Computer Skills: Top Producer 8i, ZipForms, DocuSign, and Microsoft Office Suite

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### PROFESSIONAL AFFILIATION & VOLUNTEER EXPERIENCE

Member, National Association of Realtors (NAR)

Former Vice President, Carden Academy Parent Association (CAPA)