



NOAH WILLIAMS

Transaction Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Microsoft Office Suite



Salesforce Crm



Iclosings Management



Calyx Point Software



Quandis Property Management



INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🏆 Knitting

STRENGTHS

🔗 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Dutch



Mandarin

ACHIEVEMENTS

🌟 Achieved a 98% compliance rate on all transactions processed.

🌟 Reduced processing time by 30% through effective workflow optimization.

PROFESSIONAL SUMMARY

Bringing 7 years of comprehensive experience as a Transaction Coordinator, I excel in managing real estate transactions with precision. My expertise lies in ensuring regulatory compliance, streamlining processes, and enhancing communication among all stakeholders. I am dedicated to delivering exceptional service and driving successful outcomes that align with organizational goals.

WORK EXPERIENCE

Transaction Coordinator/Executive

📅 Jan / 2021-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Managed a pipeline of 20-30 loans monthly, ensuring seamless processing from setup to post-funding.
2. Coordinated title orders, appraisals, and insurance, ensuring timely third-party verifications.
3. Provided training on transaction processes to new hires.
4. Monitored compliance and maintained file quality according to regulations.
5. Provided innovative solutions to complex loan scenarios, supporting loan originators effectively.
6. Utilized Microsoft Outlook and Calyx Point for task management, ensuring deadlines were met.
7. Conducted weekly pipeline reviews to maintain high communication standards with clients.

Transaction Coordinator

📅 Jan / 2018-Jan / 2021

Summit Peak Industries

📍 Denver, CO

1. Managed monthly closings by preparing paperwork and ensuring accurate file closure.
2. Contacted agents to expand the realty network and enhance collaboration.
3. Provided consistent support throughout the buyer/seller transaction process using company systems.
4. Uploaded and verified all received documents in the company database for accuracy.
5. Communicated effectively with various departments to facilitate transaction processing.

EDUCATION

Bachelor of Arts in Business Administration

📅 Jan / 2015-Jan / 2018

University of California

📍 Phoenix, AZ

Focused on real estate management and transactional law.