



Meet Your *Assistant*



Audrey Gibson Clarke is a dynamic and experienced professional with a rich background in communications, administration, and client services, now offering specialized support as a Real Estate Virtual Assistant and Transaction Coordinator. With decades of leadership in public relations, insurance, education, and public information services, Audrey brings exceptional organizational acumen, polished client communication, and a results-oriented mindset to the real estate industry.

Currently supporting brokers and agents with critical back-office operations, Audrey manages transaction files, prepares listing documentation, coordinates timelines, and ensures compliance — all with accuracy and confidentiality. Her deep understanding of customer service, public-facing communication, and project coordination make her a trusted partner in high-pressure environments.

In addition to her hands-on real estate support services, Audrey is committed to ongoing professional development. She is scheduled to take the Florida Realtor exam on July 5, 2025, positioning herself to further elevate her contributions to the real estate sector.

Audrey is also the founder of Addison Clayton Funding, LLC, where she offers financial and administrative consulting services, and serves as Board Chair for P&P Helping Hand Foundation, Inc. Her diverse background includes work with municipal agencies, higher education institutions, and Fortune 500 companies. Audrey holds a Master's degree in Criminal Justice Administration, a Bachelor's in Mass Communications, and is a licensed Life, Health, and Annuities agent in the state of Florida.

Key Skills & Tools:

- Transaction Coordination
- Listing Management & Compliance
- Client Communication & Scheduling
- CRM & Document Systems
- Public Relations & Reporting
- Real Estate Industry Knowledge

Contact Audrey Directly



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