

WHY HIRE A TRANSACTION COORDINATOR?

1

TIME IS MONEY

Leverage your time so you can focus on tasks that generate new business and revenue.

2

FASTER CLOSINGS

With everything organized and on track, transactions move smoothly and close on time, keeping clients happy and your schedule clear.

3

MORE TIME FOR CLIENTS

Free up your time to focus on building relationships, not chasing paperwork.

Hi, I'm Melissa!

I'm a Certified Transaction Coordinator dedicated to helping real estate agents, brokers and investors manage their transactions smoothly from contract to close. With a keen eye for detail and strong organizational skills, I handle the paperwork, deadlines, and communication so you can focus on growing your business and serving your clients.

Let me take the stress out of the process so every transaction closes on time and with confidence!



New client special
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FILES

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