

SAMANTHA WILDER

Associate Broker | Real Estate Operations | Brokerage Office Management | Transaction Oversight

I HELP BROKERAGES RUN MORE SMOOTHLY

I am an Alabama associate broker with nearly six years of experience managing the operational and transaction work behind a high-volume North Alabama residential real estate business. My strength is not simply completing administrative tasks. I understand how the entire transaction fits together, from listing preparation and contract execution through inspections, repairs, financing, closing, and post-closing follow-up. I am seeking a formal brokerage operations, office management, transaction management, or brokerage administration position. I want to remain in real estate, but I am not looking for a commission-based agent role as my primary career path.

WHAT I BRING TO A BROKERAGE

- Real estate operations and office coordination
- Contract and transaction management
- Listing preparation and Valley MLS administration
- Transaction file review and compliance support
- Contingency and deadline tracking
- Closing calendar management
- Lender and closing attorney coordination
- Inspection and repair coordination
- Earnest money and release documentation
- Closing disclosure and settlement statement review
- Agent onboarding, training, and day-to-day support
- Client communication and problem resolution
- Workflow, checklist, and process development
- Executive and confidential business support

EXPERIENCE AT A GLANCE

- Advanced from an entry-level support position to licensed real estate salesperson and then associate broker in fewer than four years.
- Created or managed more than 600 transaction files and Dotloop loops.
- Supported high-volume periods involving approximately 20 properties under contract at one time.
- Assisted with a portfolio of approximately 120 active listings.
- Supported transactions ranging from lower-priced lots and homes to residential properties exceeding \$3 million.
- Built strong working relationships with local closing attorneys, lenders, inspectors, contractors, surveyors, and other real estate professionals.
- Created closing calendars, transaction checklists, file systems, and follow-up procedures that improved organization and helped identify missing information before it delayed a closing or compliance review.

WHAT SETS ME APART

I notice what is missing. I understand contracts and transaction requirements. I remain calm when a closing becomes complicated. I communicate clearly with agents, clients, lenders, attorneys, and vendors. I follow through until the issue is resolved. I create systems people can actually use. I understand the importance of confidentiality, accuracy, and professional judgment. I can support the broker, the agents, the clients, and the business without needing constant direction.

BEST FIT OPPORTUNITIES

Real Estate Operations Manager
Brokerage Office Manager
Office and Transaction Manager
Brokerage Administrator

Transaction Manager
Transaction and Compliance Coordinator
Executive Operations Manager

CONTACT

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