

SAMANTHA LEIGH WILDER

Decatur, Alabama | 256-509-0868 | samanthawilder30@yahoo.com

ASSOCIATE BROKER | REAL ESTATE OPERATIONS | BROKERAGE OFFICE MANAGEMENT | TRANSACTION OVERSIGHT

PROFESSIONAL PROFILE

Alabama associate broker and real estate operations professional with nearly six years of experience supporting a high-volume North Alabama residential real estate business. Experienced in managing the details that move listings and contracts from initial preparation through closing. Background includes contract administration, file review, brokerage compliance support, transaction coordination, MLS management, contingency tracking, client communication, closing preparation, agent support, and office systems. Advanced from a personal-assistant position to licensed real estate salesperson and then licensed broker in fewer than four years. Seeking a formal brokerage operations, office management, transaction management, or brokerage administration position. Not seeking a commission-based real estate agent role as a primary career path.

PROFESSIONAL VALUE

- Understands the full real estate transaction, not just one part of the process.
- Reviews contracts and transaction files for missing signatures, initials, dates, disclosures, addenda, and required supporting documents.
- Tracks contingencies, inspections, repairs, financing requirements, earnest money, extensions, first-right-of-refusal periods, closing dates, and other critical deadlines.
- Creates practical systems that reduce confusion, improve follow-through, and help prevent missing documents and avoidable delays.
- Communicates effectively with buyers, sellers, agents, lenders, closing attorneys, inspectors, contractors, surveyors, and other transaction partners.
- Remains calm when transactions become complicated, emotional, or time-sensitive.
- Helps identify what matters most to each party and supports practical compromises that keep transactions moving.
- Handles confidential business, financial, legal, medical, property, and personal information with discretion.

PROFESSIONAL EXPERIENCE

Parker Jones Real Estate LLC, Decatur, Alabama

Real Estate Operations And Transaction Support | Associate Broker, November 2020–Present

- Coordinate residential property listings, sales, purchases, and closings from initial preparation or contract execution through post-closing follow-up.
- Create and manage transaction files in Dotloop and review documentation for completeness and brokerage compliance.
- Enter and update listings in Valley MLS, including photographs, property information, price changes, status updates, pending transactions, and closed sales.
- Prepare and process listing agreements, buyer-agency agreements, offers, counteroffers, repair requests, extensions, amendments, addenda, releases, and final-walkthrough documents.
- Maintain transaction and closing calendars and track inspection periods, financing deadlines, repair obligations, first-right-of-refusal periods, extensions, and closing requirements.
- Coordinate with closing attorneys, lenders, inspectors, surveyors, contractors, home-warranty providers, mobile notaries, and other vendors.
- Review estimated closing costs, closing disclosures, settlement statements, commission information, and transaction documentation for accuracy.

- Serve as a dependable second point of contact for buyers and sellers by providing updates, answering questions, and identifying outstanding responsibilities.
- Assist with repair negotiations, closing delays, contract changes, remote closings, earnest money documentation, and difficult transaction issues.
- Help train and support agents in Dotloop, DocuSign, Valley MLS, transaction forms, open houses, property showings, and office procedures.
- Created closing calendars, transaction checklists, file systems, and follow-up procedures that improved organization and reduced missing information, repeated questions, and closing confusion.
- Step in to manage transaction and operational responsibilities when agents, brokers, or other team members are unavailable.
- Manage executive-support responsibilities involving scheduling, payments, sensitive records, account information, property access, appointments, and other confidential matters.

Selected Scope

- More than 600 transaction files and Dotloop loops created or managed since 2020.
- Supported workloads that included approximately 20 properties under contract at one time.
- Assisted with approximately 120 active listings across the real estate business.
- Supported residential transactions ranging from lower-priced lots and homes to properties exceeding \$3 million.

LICENSES

- Alabama Real Estate Broker License, Earned April 2024 | Active and in good standing
- Alabama Real Estate Salesperson License, Earned March 2021 | Superseded by broker license

TECHNOLOGY

Dotloop (Expert)	Microsoft Excel	Electronic signature processing
Valley MLS (Expert)	Microsoft PowerPoint	Transaction calendar
DocuSign (Advanced)	Microsoft Teams	management
Microsoft Outlook	Electronic document	Estimated closing cost
Microsoft Word	management	preparation

EDUCATION

Calhoun Community College, Tanner, AL
Associate of Science, 2011 | Dean’s List