

SAMANTHA WILDER

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ASSOCIATE BROKER | BROKERAGE OPERATIONS | TRANSACTION AND COMPLIANCE MANAGEMENT

PROFESSIONAL SUMMARY

Alabama Associate Broker with nearly six years of experience helping manage the day-to-day operations behind a high-volume North Alabama real estate business. Experienced in handling the full transaction process, from listing preparation and contract execution through inspections, repairs, financing, closing, and post-closing follow-up. Known for noticing what is missing, staying ahead of deadlines, keeping clients informed, and following through until the job is complete. Brings strong contract knowledge, sound judgment, discretion, and the ability to support brokers and agents without needing constant direction.

CORE EXPERTISE

Brokerage and Office Operations	Valley MLS Administration	Training and Support
Full-Cycle Transaction	Deadline and Contingency	Client Communication
Management	Tracking	Workflow Development
Contract and Compliance Review	Closing Coordination Agent	Confidential Executive Support

PROFESSIONAL EXPERIENCE

Parker Jones Real Estate LLC | Decatur, Alabama, 2020 to Present

Associate Broker | Real Estate Operations and Transaction Support

- Coordinate residential listings, purchases, sales, and closings from initial preparation or contract execution through post-closing follow-up.
- Create, organize, and review Dotloop transaction files for required contracts, signatures, disclosures, addenda, contingencies, earnest money records, repairs, and closing documents.
- Prepare and process listing agreements, buyer agreements, offers, counteroffers, repair documents, extensions, amendments, final walkthroughs, mutual releases, and other transaction forms.
- Enter and maintain Valley MLS listings, including property information, photographs, price changes, status updates, pending transactions, and completed sales.
- Track inspection periods, financing and appraisal requirements, repair deadlines, first-right-of-refusal periods, extensions, closing dates, and other critical milestones.
- Coordinate with closing attorneys, lenders, inspectors, surveyors, contractors, warranty providers, mobile notaries, and other real estate professionals.
- Review estimated closing costs, closing disclosures, settlement statements, commission information, and transaction documents for accuracy.
- Serve as a dependable second point of contact for buyers and sellers by providing updates, answering questions, and helping resolve time-sensitive issues.
- Help onboard and train agents in Dotloop, DocuSign, Valley MLS, real estate forms, transaction procedures, property showings, and office expectations.
- Created closing calendars, transaction checklists, file-management systems, and follow-up procedures that improved organization and helped identify missing information before it caused a closing or compliance problem.
- Manage confidential financial, business, property, legal, and executive-support responsibilities with discretion.

SELECTED ACCOMPLISHMENTS

- Managed more than 600 residential transaction files.
- Coordinated high-volume periods involving approximately 20 properties under contract at one time.
- Supported an active portfolio of approximately 120 residential listings.
- Assisted with transactions ranging from land and entry-level homes to residential properties valued at more than \$3 million.
- Built strong working relationships with closing attorneys, lenders, inspectors, contractors, surveyors, and other real estate professionals throughout North Alabama.

LICENSES AND TECHNOLOGY

Alabama Real Estate Broker	Valley MLS	Microsoft Word
License	DocuSign	Microsoft Excel
Dotloop	Microsoft Outlook	Microsoft Teams