

SAMANTHA WILDER

Associate Broker | Brokerage Operations | Transaction and Compliance Management

PROFESSIONAL EXPERIENCE

Alabama Associate Broker with nearly six years of experience supporting high-volume residential real estate operations throughout North Alabama. Experienced in managing the full transaction lifecycle including listing preparation, contract execution, inspections, repairs, financing, compliance, closing, and post-closing follow-up. Recognized for strong organization, sound professional judgment, proactive problem-solving, and the ability to support brokers and agents with minimal supervision.

CORE EXPERTISE

- Full-cycle residential transaction management
- Contract, compliance, and transaction file review
- Listing preparation and Valley MLS administration
- Deadline, contingency, and closing calendar oversight
- Lender, attorney, inspector, contractor, and vendor coordination
- Closing disclosure, settlement statement, and earnest money documentation
- Agent onboarding, training, and day-to-day support
- Workflow, checklist, and process development
- Client communication and issue resolution
- Confidential brokerage and executive support

EXPERIENCE AT A GLANCE

- Advanced from an entry-level support role to licensed real estate salesperson and associate broker in fewer than four years.
- Managed more than 600 residential transaction files and Dotloop [final word crossed out in photo].
- Coordinated high-volume periods involving approximately 20 properties under contract simultaneously.
- 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.
- Developed closing calendars, transaction checklists, file-management systems, and follow-up procedures that helped identify missing information before it delayed closing or compliance review.
- Established productive working relationships with closing attorneys, lenders, inspectors, contractors, surveyors, and other real estate professionals throughout North Alabama.

BEST FIT OPPORTUNITIES

- Brokerage Operations Manager
- Brokerage Office Manager
- Transaction and Compliance Manager
- Brokerage Administrator

CONTACT

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

REFERENCES

Justin South, Closing Attorney | 256-698-8569

Aimee Bowen-Freeman, Closing Manager | 256-565-7339

Mark McCurry, Real Estate Agent | 256-777-0889

Lecia Wooten, Real Estate Brokerage Professional | 901-598-8600