

SAMANTHA WILDER

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

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	Closing Coordination Agent
Full-Cycle Transaction Management	Training and Support
Contract and Compliance Review	Client Communication
Valley MLS Administration	Workflow Development
Deadline and Contingency Tracking	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 transactions from listing preparation and contract execution through closing and post-closing follow-up.
- Managed more than 600 transaction files, including high-volume periods with approximately 20 properties under contract simultaneously.
- Supported approximately 120 active listings and transactions ranging from land and entry-level homes to residential properties valued above \$3 million.
- Create and review Dotloop files, contracts, disclosures, addenda, earnest money records, repair documents, extensions, and closing documentation.
- Maintain Valley MLS listings and track inspections, financing, appraisals, repairs, contingencies, extensions, and closing deadlines.
- Coordinate with clients, agents, attorneys, lenders, inspectors, contractors, surveyors, and other transaction partners while reviewing closing costs, settlement statements, commissions, and file accuracy.
- Train and support agents, develop practical calendars and checklists, resolve time-sensitive issues, and manage confidential financial, legal, property, business, and executive matters with discretion.

LICENSES AND TECHNOLOGY

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

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