

SAMANTHA LEIGH WILDER

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ASSOCIATE BROKER | REAL ESTATE OPERATIONS | TRANSACTION MANAGEMENT | EXECUTIVE SUPPORT

PROFESSIONAL SUMMARY

Alabama associate broker and real estate operations professional with nearly six years of experience supporting a high-volume North Alabama residential real estate business. Comprehensive background in brokerage operations, transaction coordination, contract administration, listing management, file review, closing preparation, client communication, agent support, vendor coordination, executive assistance, and confidential financial and business matters. Experienced in managing listings and transactions from initial preparation or contract execution through closing and post-closing follow-up. Understands how contracts, contingencies, deadlines, MLS requirements, inspections, repairs, lenders, attorneys, earnest money, commissions, and closing logistics connect. Advanced from a personal-assistant and real estate support position to licensed salesperson and then associate broker in fewer than four years. Known for persistent follow-through, sound judgment, discretion, calm communication, and the ability to identify missing information before it creates a larger problem. Particularly effective in positions that require someone to organize complex workflows, support multiple professionals, manage competing priorities, communicate with clients, and keep the business moving without constant supervision.

CORE COMPETENCIES

Real Estate Operations	Document Collection and	Conflict Resolution
Brokerage Operations	Organization	Vendor and Contractor Coordination
Office Administration	Contract Contingency Tracking	Process Improvement
Transaction Management	Deadline Management	Workflow Development
Transaction Coordination	Closing Calendar Management	Executive Support
Contract-to-Close Management	Earnest Money Documentation	Confidential Information
Contract Administration	Inspection and Repair Coordination	Management
Listing Coordination	Closing Attorney Coordination	Expense Tracking
Closing Coordination	Lender Communication	Property Research
MLS Administration	Client Relationship Management	Professional Communication
Transaction File Review	Agent Support and Training	Problem-Solving
Brokerage Compliance Support	Negotiation Support	

PROFESSIONAL EXPERIENCE

PARKER JONES REAL ESTATE LLC, Decatur, Alabama

ASSOCIATE BROKER | REAL ESTATE OPERATIONS AND TRANSACTION SUPPORT, November 2020–Present

Career Progression

- Joined the business in a personal-assistant and real estate support role, November 2020
- Earned Alabama Real Estate Salesperson License, March 2021
- Earned Alabama Real Estate Broker License and advanced to associate broker, April 2024

Professional Experience

- Provide full-time operational, transaction, client-service, administrative, and executive support within a high-volume residential real estate business.
- Coordinate property listings, purchases, sales, and closings from initial preparation or contract execution through post-closing follow-up.
- Create and manage transaction files in Dotloop; review contracts and supporting documents for required signatures, dates, disclosures, addenda, contingencies, and compliance requirements.
- Created or managed more than 600 transaction files and supported high-volume periods involving approximately 20 properties under contract at one time.
- Prepare and process listing agreements, buyer-agency agreements, offers, counteroffers, repair documents, contract extensions, amendments, addenda, final-walkthrough forms, mutual releases, and cancellation documents.
- Track inspection periods, financing and appraisal deadlines, repair obligations, first-right-of-refusal periods, extensions, closing dates, and other critical transaction milestones.
- Enter and maintain listings in Valley MLS, including photographs, property information, price changes, status updates, pending transactions, and closed sales.
- Support a portfolio that has included approximately 120 active listings and transactions ranging from lower-priced lots to residential properties exceeding \$3 million.

- Research property information, taxes, school zones, comparable sales, estimated values, and local market activity to support listings, showings, and comparative market analyses.
- Coordinate with closing attorneys, lenders, inspectors, surveyors, contractors, warranty providers, mobile notaries, and other transaction partners.
- Prepare estimated closing-cost statements and review closing disclosures, settlement statements, commission information, and transaction records for accuracy.
- Manage earnest money documentation, inspection and repair coordination, contractor estimates, remote closings, powers of attorney, and other closing requirements.
- Serve as a dependable second point of contact for buyers and sellers by providing updates, answering questions, identifying outstanding responsibilities, and helping clients navigate complicated or time-sensitive transactions.
- Assist with negotiations involving repairs, credits, personal property, closing dates, financing limitations, occupancy needs, and other contract terms by identifying what matters most to each party and helping develop practical solutions.
- Support clients facing technology, transportation, distance, health, scheduling, or accessibility challenges, including personally delivering documents or coordinating remote-signing options when needed.
- Help train and support agents in Dotloop, DocuSign, Valley MLS, real estate forms, transaction procedures, property showings, open houses, and office expectations.
- Step in to manage transaction and operational responsibilities when an agent, broker, or team member is unavailable.
- Created closing calendars, transaction checklists, file systems, and follow-up procedures that improved organization, reduced missing documentation, and helped prepare files for closings, audits, and compliance reviews.
- Track property-specific expenses against estimated profit and communicate when spending appears disproportionate to the anticipated return.
- Manage confidential executive and business responsibilities involving bill payment, account information, scheduling, secure records, property access, appointments, and other sensitive personal and financial matters.

Selected Contributions

- Advanced from an entry-level support role to licensed real estate salesperson and then licensed broker in fewer than four years.
- Created or managed more than 600 transaction files while supporting approximately 20 active contracts during high-volume periods.
- Assisted with a portfolio of approximately 120 listings and transactions ranging from approximately \$40,000 to more than \$3 million.
- Developed closing calendars, file checklists, document systems, and follow-up procedures that remain in use and improve transaction-file readiness.
- Built strong working relationships with local closing attorneys, lenders, inspectors, contractors, surveyors, and other real estate professionals.
- Became a trusted point of contact for clients and agents by providing clear communication, steady follow-through, and practical problem-solving during complicated transactions.
- Trained and supported agents in transaction systems, real estate forms, MLS procedures, property showings, and open-house preparation.
- Earned significant trust by consistently handling confidential financial, business, legal, medical, property, and personal information with discretion.

SAFE KIDS WORLDWIDE PROGRAM | HUNTSVILLE HOSPITAL, Huntsville, Alabama

CONTRACT CHILD PASSENGER SAFETY TECHNICIAN, 2013–2020

- Supported community injury-prevention programs serving parents and families throughout North Alabama.
- Provided hands-on education regarding child-passenger safety, proper car-seat selection, installation, positioning, harness use, and safe transportation practices.
- Helped parents understand the features of their car seats and demonstrated how children should be positioned and secured.
- Distributed state-provided car seats to families who could not afford an appropriate seat and taught parents how to install and use the equipment safely.
- Created a supportive, respectful environment for parents requesting financial assistance with child-safety equipment.
- Conducted public car-seat checks for families who wanted help evaluating their current seat or installation.
- Participated in safety fairs, pediatric-office events, health fairs, youth ball-field opening days, and other community programs.

- Educated families about child-passenger safety, bicycle safety, pedestrian safety, water safety, fire prevention, medication safety, and sports safety.
- Helped organize and conduct safety events, car-seat checks, training sessions, and public-awareness programs.
- Communicated safety information clearly to parents with different levels of experience, confidence, and financial resources.
- Helped programs reach thousands of children, parents, and community members.
- Continued in the position until programs were suspended in March 2020 because of COVID-19 and later transitioned fully into real estate.

EDUCATION

CALHOUN COMMUNITY COLLEGE, Tanner, Alabama
 Associate of Science, 2011 | Dean’s List

LICENSES

- Alabama Real Estate Broker License, Earned April 2024 | Active and in good standing, Number available upon request
- Alabama Real Estate Salesperson License, Earned March 2021 | Superseded by broker license
- Completes continuing education required to maintain Alabama real estate licensure

TECHNICAL SKILLS

Dotloop — Expert	Estimated Closing Cost Preparation	Dependable
Valley MLS — Expert	Closing Disclosure Review	Results-oriented
DocuSign — Advanced	Settlement Statement Review	Self-motivated
Microsoft Outlook	Property Research	Detail-oriented
Microsoft Word	Comparable Property Research	Organized
Microsoft Excel	Digital Photograph Uploading	Adaptable
Microsoft PowerPoint	Expense Tracking	Proactive
Microsoft Teams	Client and Contact List Management	Decisive
Electronic Document Management	Remote Closing Coordination	Supportive
Electronic Signature Processing	Electronic and Paper Recordkeeping	Discreet
MLS Listing Entry and Maintenance	PROFESSIONAL STRENGTHS	Calm under pressure
Transaction File Organization	Diligent	Persistent
Contract and Addendum Processing	Dedicated	Professional
Closing Calendar Management	Driven	

REFERENCES

Professional references available upon request.