

Lacey Collins

Temecula, CA 92592

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Professional Summary

Resourceful real estate professional and broker with 8+ years of experience in transaction coordination, sales, and marketing. Skilled in contract organization, document review, and compliance management. Proficient in various software platforms, including Google Suite, DocuSign, and Yardi. Proven track record in promoting property sales through social media and online advertising platforms. Possesses a Bachelor's degree in General Studies. I am looking for a real estate designated or associate broker position.

Work Experience

Realtor

Allison James Luxury Estates & Homes-Temecula, CA

September 2023 to Present

Realtor

Associate Broker/Senior Transaction Coordinator

Stay Sonnier Realty-Temecula, CA

November 2021 to Present

- Organize contract documents for several agents in Google Drive and broker compliance platforms including Transaction Desk, Skyslope, Glide and Paperless Pipeline
- Make sure all documents are signed and errorless before submitting for broker approval and compliance.
- Schedule inspections and other appointments while under contract.
- Review settlement statements to make sure they are precise before closing escrow.
- Promote sale of properties through advertising, open houses, multiple listing services and other online advertising platforms including Instagram, Twitter (X) and Facebook.

Real Estate Transaction Coordinator

Transactly-Temecula, CA

October 2021 to Present

Transactly is an online platform that supports agents and their clients in a place where everyone can come together to coordinate and manage transaction files collaboratively. Organize files, paperwork and all contract documents via the online platform. Review all contract documents to confirm all are correct and executed. Open escrow with all parties for files and make sure documents are broker compliant.

Assist the agent and clients throughout the entire transaction with a variety of duties in order to reach a successful closing.

- Organize all contract documents for several agents at different brokerages in Google Drive and broker compliance platforms including Transaction Desk, Skyslope, Glide, Breeze, Paperless Pipeline, KV Core, Command and several others.
- Make sure all documents are signed and errorless before submitting for broker approval and compliance.
- Schedule inspections and other appointments while under contract.

- Review settlement statements to make sure they are precise before closing escrow.
- Promoted sale of properties through advertising, open houses, multiple listing services and other online advertising platforms including Instagram, Twitter (X) and Facebook.

Realtor

Compass-Temecula, CA

January 2022 to September 2023

Realtor

Real Estate Agent and Transaction Coordinator

Arizona Experience Realty-Queen Creek, AZ

April 2017 to February 2021

Queen Creek, AZ 85142

- Organize all contract documents in Google Drive and broker compliance platforms including Transaction Desk, Skyslope, Glide, Breeze, Paperless Pipeline, KV Core, Command and several others.
- Make sure all documents are signed and errorless before submitting for broker approval and compliance.
- Schedule inspections and other appointments while under contract.
- Daily marketing on social media for our team on social media.
- Create property flyers, brochures and social media posts in Canva.
- Prepare documents such as purchase agreement contracts, agency disclosures and all other contract documents.
- Review settlement statements to make sure they are precise before closing escrow.
- Accompany buyers during home inspections of desired property, advising them on the suitability and value of the homes they are visiting based on current market conditions.
- Show properties to hundreds of buyers resulting in the sale of over 300 homes in my career.
- Negotiating contracts and sales prices.
- Advise and suggest to sellers different staging techniques for their property.
- Promoted sale of properties through advertising, open houses, multiple listing services and other online advertising platforms including Instagram, Twitter (X) and Facebook.

Education

Bachelor's degree in General Studies

University of Missouri-Columbia-Columbia, MO

August 2001 to May 2005

High school diploma

Nixa High School-Nixa, MO

August 1996 to May 2000

Skills

- Typing
- Office Management
- Google Docs
- Real estate administrative experience

- Google Suite
- DocuSign
- Office management
- Windows
- Administrative Experience
- Account management
- CRM software
- Team player
- Data entry
- Negotiation
- English
- Social media management
- Time Management
- Pricing
- Conflict management
- CRM Software
- Clerical experience
- Leadership
- Compliance management
- Documentation review
- Microsoft office
- Account Management
- Microsoft Excel
- Microsoft Office
- Proofreading
- Sales
- Marketing
- Personal assistant experience
- Conflict Management
- Databases
- Customer service
- Time management
- Behavioral Health
- Market Analysis
- Microsoft Word
- Filing
- Cash handling
- Escrow
- Real Estate
- Microsoft Outlook

- Salesforce
- Problem solving
- Fair Housing regulations
- Property Leasing
- Communication skills
- Database
- Property Management
- Contract Negotiation
- Personal Assistant Experience
- Yardi

Certifications and Licenses

Arizona Real Estate Broker

February 2024 to Present

California Real Estate License

January 2021 to Present

Real Estate License

April 2017 to Present

Driver's License