



MICHELLE MARTINEZ

SR. COORDINATOR AND
VICE-PRESIDENT

MEET YOUR COORDINATOR
HONEST, DEPENDABLE,
TECH SAVVY

VITALS

2067 DISCOVERY CIR E

DEERFIELD BEACH, FL 33442

T (954) 282-9029

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EXPERIENCE

ICLOSE SERVICES INC, DEERFIELD BEACH, FL

2014-PRESENT SR. COORDINATOR

Proactively and Systematically manage a real estate transaction pipeline from contract to close with ease and grace.

HB ROSWELL REALTY, DOWNTOWN - MIAMI, FL

2012-2014 REO TEAM MANAGER

Led a team of 7 Real Estate professionals managing a monthly REO pipeline of 75-100 homes from acquisition to disposition.

ROCK PINNACLE, KENDALL - MIAMI, FL

2009-2012 PROPERTY TAX APPEAL AGENT

Property Valuation and Representation at Value Adjustment Board Hearings for tax paying constituents in Miami-Dade, Broward and Palm Beach County.

EVERGREEN FINANCIAL, KENDALL - MIAMI, FL

2006-2009 SR. LOAN PROCESSOR

Managed a team of 5 loan processors with a monthly mortgage processing pipeline of 60-75 applications. Streamlined Processes and Document Verification to settle a transaction from application within 14-21 calendar days.

DADELAND WEST REALTY, KENDALL - MIAMI, FL

1995-2006 TRANSACTION COORDINATOR

Transaction Coordinator for a group of 12 top producing agents in Miami, Florida.

EDUCATION

CARLOS ALBIZU UNIVERSITY, DORAL - MIAMI, FL

BS PSYCHOLOGY 3.8 GPA

REFERENCES AVAILABLE UPON REQUEST