



MICHELLE MARTINEZ

PRESIDENT
SR. COORDINATOR

MEET YOUR SR. COORDINATOR
HONEST, DEPENDABLE,
TECH SAVVY
25 YEARS EXPERIENCE

VITALS

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EXPERIENCE

HOMETOWN TRANSACTION COORDINATOR, DEERFIELD BEACH, FL

2014-PRESENT PRESIDENT / SR. COORDINATOR

Proactively and Systematically manage real estate transaction pipeline from contract to close for Real Estate Agent's, Teams and Brokerages in the following states: Florida, Georgia, South Carolina.

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

2004-2009 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

1995-2004 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