

REAL ESTATE OPERATIONS & TRANSACTION COORDINATION

Real Professional Experience Portfolio

REAL-WORLD EXPERIENCE

Sanitized Real Estate Operations Experience

Support

Transactions, lease administration, property operations, client support, vendor coordination, inspections, records, and business development

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Real Estate Operations | Transaction Coordination | Business & Administrative Support

This case study summarizes actual professional experience. Confidential employer, client, property, and transaction records are not reproduced.

1 | Real Estate Experience Overview

A broader view of real transaction, property, client, and business-support experience

Professional Experience Represented

This portfolio reflects actual work across commercial/residential real-estate operations, transaction coordination, property support, client consultations, and business administration. It combines later transaction-coordination experience with earlier hands-on real-estate investment and property-support responsibilities.

Confidential Organization | Senior Transaction Coordinator / Project Manager

- Coordinated real-estate transactions, lease administration, renewals, Letters of Intent (LOIs), Requests for Proposal (RFPs), broker selection support, vendor coordination, deadlines, and client communications.
- Maintained transaction files, contracts, property documentation, leasing records, correspondence, approvals, and follow-up actions.
- Worked with owners, brokers, tenants, vendors, contractors, and internal teams to resolve transaction, property, contract, and service issues while keeping status and documentation current.
- Used Yardi, Buildium, Dotloop, FieldPro, Excel, and document repositories to support tracking, records, and operational follow-through.

Confidential Organization | Executive Administrator / Real Estate Operations Support

- Supported the CEO and the establishment/operation of a real-estate investment business through executive administration, client relations, contracts, presentations, publications, and operational coordination.
- Conducted client consultations concerning housing needs and acted as liaison among clients, applicants, management, vendors, and contractors.
- Performed property inspections and market-sales analysis; supported creative-financing approaches such as lease-to-own and owner-financing models.
- Coordinated landscaping, repairs, maintenance, and contractor follow-through for properties and absent clients/residents.
- Negotiated more than 50% of new business and purchase contracts, as documented in historical resumes.

2 | Transaction, Lease & Property Operations

How the work translated into organized real-estate execution and client service

Transaction Coordination	Tracked documentation, deadlines, approvals, correspondence, broker/vendor activity, and follow-up across multiple parties.
Lease Administration	Supported leases, renewals, LOIs, RFPs, property records, and related communications.
Property Operations	Coordinated inspections, repairs, landscaping, contractors, property needs, and completion follow-through.
Client & Applicant Support	Consulted with clients and applicants, clarified housing/property needs, communicated next steps, and maintained professional follow-up.
Broker / Vendor Coordination	Worked with brokers, vendors, owners, tenants, contractors, and internal stakeholders to resolve open items and keep work moving.
Documentation & Records	Maintained transaction files, contracts, property documentation, leasing records, correspondence, approvals, and operational tracking.
Business Development	Supported presentations, brochures, advertisements, contracts, customer communications, and new-business activity.
Market & Property Analysis	Performed property inspections and market-sales analysis to support business and housing decisions.

Earlier Property and Homebuyer Support

- Supported property-management office operations and administrative duties in residential environments.
- Assisted prospective homeowners with models, floor plans, community information, pricing, financing information, and home-ownership questions.
- Provided organized administrative and customer support in property-management and homebuilder settings.

3 | Representative Operating Workflow

A sanitized view of how I supported real-estate work from intake through follow-through

1. Intake & Needs Review	Clarify the property, transaction, lease, service, client, or applicant need and identify required information.
2. Documentation	Organize contracts, lease/renewal records, LOIs/RFPs, property files, correspondence, approvals, and supporting documents.
3. Coordination	Engage owners, brokers, tenants, vendors, contractors, clients, applicants, or internal stakeholders as needed.
4. Tracking	Monitor deadlines, open actions, vendor/contractor follow-up, approvals, records, and transaction/property status.
5. Issue Resolution	Follow through on missing documents, service needs, repairs, scheduling conflicts, client questions, or transaction blockers.
6. Closeout / Next Step	Confirm completion, update records, communicate status, and identify any remaining action or future follow-up.

Systems & Tools Used in Real-Estate Work

- Yardi
- Buildium
- Dotloop
- FieldPro
- Microsoft Excel and Office applications
- Digital document repositories and transaction/property records

4 | What I Can Bring to a Client

Services demonstrated by this real professional experience

Real Estate Virtual Assistance	Remote-friendly support for transactions, records, schedules, vendor follow-up, client communications, and administrative coordination.
Transaction Coordination	Organized tracking of transaction documents, deadlines, approvals, communications, and follow-up.
Lease / Property Administration	Support for leases, renewals, property records, vendor/contractor coordination, inspections, and service follow-through.
Client & Stakeholder Coordination	Professional communication with owners, tenants, brokers, vendors, contractors, clients, applicants, and internal teams.
Business & Administrative Support	Executive support, document preparation, presentations, publications, records, scheduling, and operational organization.
Process & Follow-Through	Structured tracking so requests, issues, repairs, documents, and deadlines do not disappear after handoff.

Portfolio Note

This portfolio intentionally summarizes the type and scope of work performed without reproducing confidential lease files, client records, property addresses, contracts, financial details, or proprietary employer documents. It is designed to demonstrate transferable real-estate operations capability for prospective clients.