



Kimberly Anne E. Abalos

TRANSACTION COORDINATOR MARKETING MANAGER



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purposes



PROFILE

Seeking a challenging position that effectively utilizes leadership skills, as well as a high level of productivity, to assist in leading a company to growth and success.

WORK EXPERIENCE

KELLER WILLIAMS REALTY/ MY PLACE REALTY

LISTING AND TRANSACTION COORDINATOR

February 2022 - July 2025

- Managed real estate transactions from contract to close, ensuring all deadlines and compliance requirements were met.
- Coordinated communication between agents, clients, lenders, title companies, and vendors for a seamless closing process.
- Prepared and reviewed contracts, disclosures, and other transaction documents for accuracy and compliance.
- Oversaw listing coordination, including MLS input, marketing materials, professional photography scheduling, and listing updates.
- Ensured smooth listing processes by managing timelines, preparing listing agreements, and assisting with showings.
- Maintained organized records and transaction files to ensure all documents were complete and easily accessible.
- Provided top-tier support to agents and clients, resolving issues quickly and maintaining a high level of customer service.

EXP REALTY

MARKETING MANAGER

January 2022 - January 2025

- Create, deliver and edit marketing materials and advertising campaigns that are effective and timely.
- Manage, monitor, and audit CRM database daily.
- Generate Leads through Marketing Platforms.
- Responsible for all social media content & engagement (Facebook, Instagram, YouTube).
- Build and manage aftercare engagement plans for past clients.
- Planned and create content calendar
- Video Editing (Short Forms and Long Form Videos)

CYBERBACKER

TRANSACTION COORDINATOR

February 2021 - December 2021

- Oversee all aspects of buyer and seller transactions from executed purchase agreement to closing.
- Regularly update and maintain communication with clients, agents, title officers, lenders, etc.
- Ensure inspections are scheduled and assist with negotiating and completing any necessary repairs.
- Check each document to verify it has all the correct signatures and dates so the transaction process goes smoothly.
- Coordinate the closing schedule and process.
- Enter all client information into the client database system.
- Submit all necessary documentation to the office broker for file compliance.
- Writing offers, Comparative Market Analysis and Net Sheets.

LISTING MANAGER ASSISTANT

- Prepare all listing materials: pre-listing presentation, Listing Agreement, sellers' disclosures, comparative market analysis, pull online property profile, research old multiple listing service (MLS) listings and etc.
- Consult & coordinate with sellers all property photos, staging, repairs, cleaning, signage, lockbox, access requirements & marketing activities.
- Obtain all necessary signatures on listing agreement, disclosures and other necessary documentation.

TOOLS PROFICIENCY

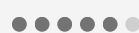
- KW Command
- Adobe Premiere
- Capcut Video Editor
- VN Video Editor
- Mailchimp
- Canva
- Microsoft 360
- Meta Business Suite
- Google Business
- Google Suite
- Google Ads
- Wordpress
- Multiple Listing Service
- Salesforce
- Follow Up Boss
- Brivity CRM
- Boomtown
- KVcore
- Sierra Interactive
- Street text
- Fello
- Sisu
- Bombbomb
- Ring Central
- Mojo Dialer
- Zillow
- Dotloop
- Docusign

SKILLS

Organizational Skills



Problem Solving



Creativity



Leadership



Communication



SOCIAL MEDIA MANAGER

- Design and implement social media strategy to align with business goals.
- Collaborate with other teams, like marketing, sales and customer service to ensure brand consistency.
- Video Editing and Photo Editing.

PHONE BEASTS

REAL ESTATE COLD CALLER

November 2020

- Securing leads and appointments for the sales team.
- Hitting appointment-setting goals/meet deadlines.

TOP ENGLISH TEACHERS PHILIPPINES (Acadsoc Online Academic Society)

OFFICE BASED ONLINE TUTOR

2016 - 2019

- Responsible for teaching the English Language to Chinese students from kids to adults through Skype, QQ, and Class-in.
- Coordinated lesson plans, course materials, and discussion questions prior to each session.

EDUBOX IN PHILIPPINES, INC.

OFFICE BASED ONLINE TUTOR

April 2012 – Sept 2015

- Give English language lessons to non-native speakers.
- Conducting activities and lessons based on ESL teaching methodologies.
- Displaying excellent classroom management.
- Maintaining standardized guidelines.

COMCARD "PRINT R US"

GRAPHIC ARTIST

February 2011 – September 2012

- Creating a wide range of graphics and layouts for product
- Reviewing final layouts and suggesting improvements when necessary.
- Communicating with clients about layout and design.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Creating images and layouts by hand or using design software

EDUCATION HISTORY

Vocational Course

DR. FILEMON C. AGUILAR INFORMATION
TECHNOLOGY TRAINING INSTITUTE

2008 - 2009

- Graphic Design and Animation