

NIKKI RUBIO



WORK EXPERIENCE

LISTING COORDINATOR - OZ GROUP

JULY 2023 - MARCH 2025

- Prepared and managed all aspects of property listings to ensure they were market-ready and professionally presented.
- Gathered and verified listing information for accuracy and completeness.
- Entered detailed property data into the MLS and other real estate platforms.
- Scheduled open houses and showings as needed.
- Prepared documents, disclosures, and other necessary paperwork.
- Maintained organized digital filing systems.
- Ensured the listing process ran smoothly, on time, and in alignment with branding and compliance standards.

TRANSACTION COORDINATOR - ATP LLC

DEC 2021 - JUNE 2023

- Managed all aspects of wholesale investment transactions from contract to close.
- Coordinated between sellers, investors, and end buyers (often cash buyers) to ensure agreements were properly executed and documented.
- Reviewed and organized purchase agreements, assignment contracts, and addenda for accuracy and compliance with deadlines.
- Communicated regularly with title companies or attorneys to clear title issues, schedule closings, and monitor escrow deposits.
- Kept all parties—sellers, buyers, and the investor—updated on transaction progress, key deadlines, and required documents.
- Maintained oversight of multiple transactions simultaneously in a fast-paced investment environment.
- Ensured all transactions closed on time while meeting compliance and documentation standards.

INSIDE SALES AGENT - RE/MAX

APRIL 2019 - DEC 2021

- Generated and nurtured leads to grow the realtor's sales pipeline.
- Made outbound calls and responded to inbound inquiries from potential buyers and sellers.
- Conducted consistent follow-ups via phone to engage and qualify leads.
- Assessed lead motivation, needs, and timeline to identify warm, ready-to-convert prospects.
- Scheduled appointments for the agent with qualified leads.
- Maintained and organized the CRM by updating lead details, tagging appropriately, and setting follow-up tasks.
- Tracked lead performance metrics and provided regular reports to the agent.

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

UNIVERSITY OF MAKATI, MAKATI CITY - 2013

TOOLS USED:

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| • Go High Level | • Calltools | • Docusign |
| • FollowUp Boss | • Ring Central | • Zillow |
| • kv Core | • Grasshopper | • Google Suite |
| • kw Command | • Skyslope | • MS Office |
| • Podio | • Zipform | • Slack |
| • Mojo | • Dotloop | • Asana |