JULIAN MERCER

REAL ESTATE ASSISTANT

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

Real Estate Assistant with 4+ years supporting top-producing agents on listings, transactions, and marketing. California-licensed salesperson and notary who keeps contracts, disclosures, and deadlines organized for 60-plus closings a year. Fast, accurate, and calm under escrow deadlines.

PROFESSIONAL EXPERIENCE

Transaction Coordinator and Listing Assistant Feb 2024 - Present
Sotheby's International Realty, San Francisco, CA

- Coordinate 5 to 7 active escrows at a time for a two-agent team, tracking every contingency date in a shared checklist.
- Prepare listing packages with disclosures, preliminary title review, and photo and showing schedules, usually ready within 48 hours of signing.
- Reduced late disclosure deliveries to zero over the last year by building a deadline calendar tied to each contract.
- Order inspections, appraisals, and vendor services, and communicate updates to buyers, sellers, and lenders daily.
- Create flyers, listing descriptions, and email campaigns that supported a 25% rise in open house attendance.
- Run weekly pipeline reports for the team, flagging expiring listings and open contingencies so no deadline slipped.

Real Estate Administrative Assistant Jan 2023 - Jan 2024
Redfin, San Francisco, CA

- Supported eight agents with scheduling, MLS data entry, and showing confirmations, for about 120 showings a month.
- Maintained the CRM and cleaned 1,800 contact records, which improved campaign delivery rates.
- Prepared offer packages and purchase agreement drafts for agent review, with an error rate near zero on required fields.
- Greeted clients and managed the front office, and notarized signatures on routine documents as a California notary.
- Scheduled and staged photography, drone footage, and cleaning vendors for 25 listings, with each shoot completed before the launch date.

Office Assistant Jun 2022 - Dec 2022
Old Republic Title Company, San Jose, CA

- Opened title and escrow files and scanned and indexed closing documents for 40 files a month.
- Answered calls from agents and lenders and routed questions to the right escrow officer.
- Learned recording and closing procedures, which sharpened document checks on later agent transactions.

CORE SKILLS

Transaction coordination | Listing preparation | Contract and disclosure management | MLS data entry | CRM management (Follow Up Boss) | Dotloop and DocuSign | Canva marketing materials | Open house logistics | Calendar and deadline tracking | Escrow and title basics | Client communication | Notary services | Email campaigns

EDUCATION

Bachelor of Arts in Communication Studies, San Jose State University, San Jose, CA

CERTIFICATIONS

California Real Estate Salesperson License, DRE | California Notary Public