



# Julie Gaenzle

Realtor & Transaction Coordinator

## Profile

Licensed real estate professional with 6+ years of experience in residential real estate, transaction coordination, and administrative support. Known for exceptional organizational skills, attention to detail, and ability to manage multiple priorities in fast-paced environments. Bilingual in English and Spanish with a background in client service, communications, and team support. Passionate about supporting agents and ensuring a seamless client experience from contract to close.

## Experience

realtor  
BHGRE Gary Greene  
2019 - 2023

- Client Representation – Guided buyers and sellers through every stage of the real estate transaction, from consultation to closing.
- Property Marketing – Created and managed MLS listings, developed marketing materials, and coordinated professional photography and open houses.
- Market Analysis – Prepared comparative market analyses (CMA) to advise clients on pricing strategies and property values.
- Negotiation – Negotiated purchase agreements, repairs, and contract terms on behalf of clients, ensuring favorable outcomes.
- Transaction Management – Oversaw the contract-to-close process, coordinating with lenders, title companies, inspectors, and appraisers.
- Compliance – Ensured all transactions met state laws, brokerage policies, and real estate regulations.

## OFFICE COORDINATOR

BHGRE Gary Greene  
2020-2021

- Front Office Management – Oversaw daily office operations including scheduling, correspondence, and client reception.
- Agent Support – Assisted real estate agents with MLS listings, marketing materials, transaction files, and open house coordination.
- Document Preparation & Compliance – Drafted, proofread, and organized contracts, disclosures, and listing agreements to ensure compliance with brokerage policies.
- Scheduling & Calendar Management – Coordinated inspections, showings, closings, and team meetings to keep operations on track.
- Client Communication – Served as a first point of contact for clients, walk-ins, and phone inquiries, providing excellent customer service.
- Event & Training Coordination – Assisted in planning office meetings, training sessions, and client appreciation events.
- Recordkeeping & CRM Management – Maintained accurate office files, transaction records, and database entries in real estate software platforms.

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Houston, TX

## Education

Alamo heights hs  
San Antonio, TX  
Graduated with Honors with a high school diploma  
2005-2009

University of the incarnate word

San Antonio, TX  
Bachelor's Degree in Psychology with a minor in Spanish  
2009-2013

## skills

- Licensed Texas Real Estate Agent (Active since 2019)
- Bilingual – Fluent in English and Spanish
- Transaction management platforms: Dotloop, DocuSign, Skyslope, ZipForms
- Excellent multitasking, time management, and client service abilities
- Problem-Solving Under Pressure – Handling last-minute changes calmly and effectively.
- Detail-oriented and deadline-driven in high-volume environments
- Multitasking & Organization – Managing dozens of transactions at once while staying detail-oriented.
- Strong Communication



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## Continued

### TRANSACTION COORDINATOR BHGRE Gary Greene 2021-2024

- Contract-to-Close Oversight – Managed every step of the real estate transaction from contract execution through final closing.
- File Compliance – Ensured all transaction files were complete and met brokerage, state, and legal requirements.
- Document Drafting & Review – Prepared and proofread contracts, addenda, amendments, disclosures, inspection reports, and closing statements.
- Deadline Monitoring – Tracked critical dates (option period, financing, appraisal, inspection, title review, closing) and ensured timely completion.
- Liaison Role – Acted as central communication point between agents, clients, lenders, title officers, appraisers, inspectors, and attorneys.
- Problem Resolution – Identified potential issues early (missing signatures, financing delays, inspection problems) and implemented solutions to keep deals on track.
- Transaction Platforms – Maintained transaction files using Dotloop, Skyslope, ZipForms, DocuSign, and MLS systems.
- Closing Preparation – Scheduled closings, verified settlement statements, and coordinated with title/escrow offices.
- Client Service – Delivered regular updates and guided clients through paperwork and deadlines for a stress-free experience.
- MLS & Listing Input – Entered and updated property information, photos, and disclosures in the MLS database.

### PRE-K TEACHER Cadence Education 2016-2019

- Classroom Management & Organization – Created structured daily routines and maintained order in a busy environment.
- Lesson Planning & Execution – Designed and implemented engaging activities requiring planning, preparation, and adaptability.
- Parent Communication – Maintained consistent communication with parents, building trust and delivering progress updates.
- Team Collaboration – Worked with fellow teachers and staff to coordinate events, activities, and student support.
- Problem-Solving Under Pressure – Resolved conflicts and addressed challenges quickly while keeping a positive, calm environment.
- Event Coordination – Organized classroom events, parent-teacher meetings, and school activities.
- Documentation & Reporting – Kept accurate records of student progress, attendance, and development milestones.
- Patience & Flexibility – Adapted to changing needs and handled high-stress situations with professionalism.

### FLOATING ASSISTANT Greenwood King Properties 2025- Present

- Supported top-producing agents in a variety of capacities, providing administrative, operational, and client-focused assistance.
- Attended property inspections, appraisals, and listing appointments to assist agents and ensure smooth transactions.
- Prepared and drafted contracts, addendums, and other client documents with accuracy and attention to legal and procedural details.
- Coordinated communication between clients, agents, and service providers to maintain project timelines and client satisfaction.
- Managed scheduling, follow-ups, and documentation for multiple agents simultaneously, demonstrating adaptability and organizational skills.
- Contributed to marketing and listing preparations, ensuring properties were presentation-ready and transactions ran efficiently.

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✉️ juliegaenzle4@gmail.com

📍 Houston, TX

## REFERENCES

Drew Hopkins  
956-245-8569

Taylor Bouchard  
760-521-4953

Michelle Garcia  
713-517-5031

## CERTIFICATIONS

- Certified Negotiation Designation (Real Estate)
- Licensed Real Estate Professional (Texas)
- Notary (TX)

