

CHRISTINE NGUYEN

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Markham, ON

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SUMMARY OF QUALIFICATIONS

- Excellent verbal and written communication skills
- Capable of developing constructive and cooperative working relationships with others and maintaining them over time
- Excellent multi-tasking skills with a focus on detail and accuracy

WORK HISTORY

Countrywide Homes, Sales & Marketing Legal Coordinator

March 2021 – present

- Review Agreement of Purchase and Sale template, Tarion and any relevant documents at the start of each project to ensure correct schedules are being used and information is up to date
- Provide support and instructions to various Sales Team at Sales Launches and Special Events
- Process and approve every new deal/firm APS
- Review and approve Statement of Adjustments
- Preparation of Warning Clauses coordinating with Planning, Developers, and solicitors
- Review and approve amendments that are prepared by sales team
- Coordinate with sales and solicitors for replacements of NSF deposits
- Review and approve floor plans, brochures, Features and Finishes sheet, campaign Eblast and social media
- Health and Safety Representative for the company

Empire Communities, Sales Coordinator

January 2014 – February 2021

- Liaison with sales team to receive additional information regarding contracts, schedule closings, communicate the release of keys to Site
- Review contracts for original purchase price, amendments and bonus packages ensuring purchaser signatures are obtained, summarizing pricing and ensuring there are no errors
- Verify amendments to the schedule have been added to the total purchase price
- Prepare transmittal package to lawyers with signed hard copied agreements, deposits and surveys
- Coordinate with law firm on closing (approve Statement of Adjustments, provide tax bill, property surveys and occupancy permits to law firm)
- Track and monitor progress of units throughout the sale process referencing all legal documents required for the sale, acknowledge receipt of sale deposits
- Request refund of purchaser deposits from accounting when a mutual release is signed and mail to purchaser
- Assist with sales release events as a floater from being lead admin, signer or coordinator

Orion Group Real Estate Services Ltd., Real Estate Administrator/Deal Secretary June 2013 – December 2013

- Using a variety of software packages, such as Microsoft Office, TREB, MLS, LoneWolf and Real Estate Forms to produce correspondence and documents and maintain presentations, records, spreadsheets and database
- Entering new deals into LoneWolf, Calculating Agent Commission, answering agents and lawyers inquiries regarding all deals

**Foresters, Administrator/Case Expediter
August 2010 – January 2013**

Reviewed each file received (certificate documents) for incoming new business from Case Managers to ensure that certificates have been issued as requested and capture any amendments deemed necessary by the Underwriter

- Effectively managed communications from agents regarding New Business and delegated emails to appropriate departments within a 4 hour turnaround time
- Managed Customer Service Inbox from agent inquiries; internal department and call center
- Provided underwriting support by ordering additional lab requirements such as MIB Details, APS, MVP and Labs Reports

Stewart Title Guaranty Company, Team Leader; Real Estate Law Clerk May 2005 - July 2010

- Assisted/liaison with the underwriters (lawyers) with their daily task such as reviewing and drafting legal Real Estate documents and preparing and filed pleadings and other documents relevant to title insurance policy and real estate closing statements
- Assisted with our clients (out house lawyers and law clerks) via email, fax, and telephone to help guide them to obtain legal documents such as parcel register from Real Estate software such as Conveyancer
- Ensured that the team was processing title insurance within a 24 hour turn around time

Advocates at Law, Legal Assistant/Floater July 2004 – March 2005

- Prepared affidavits of document, maintained document files and case correspondence
- Review file pleadings, petitions and other documents relevant to court action for Corporate, Small Claims (Litigation), Criminal, Immigration and Family Law
- Met with clients and assisted lawyers in court, set up meetings using Outlook
- File court documents at Toronto West Court Office (York Civic Center)

EDUCATION

Seneca College of Applied Arts & Technology, Law Clerk Program Graduated 2005

CERTIFICATES AND AFFILIATIONS

Member of the Institute of Law Clerk of Ontario
Associate Member

November 2009 – November 2011

REFERENCES

- Available Upon Request

