




# Cara Coleman

REAL ESTATE TRANSACTION COORDINATOR

## CONTACT

 919.741.3271

 admin@  
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[www.closingwithcara.com](http://www.closingwithcara.com)

## EDUCATION

NC Real Estate License  
(#350359) – 2023

The Transaction  
Coordinator Bootcamp  
– Joni Bickel

Bachelor of Arts in  
Psychology  
North Carolina State  
University  
May 2013 – Cum Laude

Health, Life and AD&D  
Insurance Licenses –  
2013-2023

## SKILLS

Customer service  
Team building  
Attention to detail  
Dependable  
Multi-tasking  
Trustworthy  
Adaptable  
Problem-solving  
Strong follow-up

## PROFILE

Detail-oriented real estate agent who has profitably renovated four residential properties. I am poised to bring my passion for real estate to contribute to new and exciting ventures. Passionate about volunteering with the Purple Heart Foundation of North Carolina each year as a member of the Board of Directors.

## EXPERIENCE

Carolina Benefits & Planning, Inc.

Benefit Enrollment Coordinator / Garner, NC / 2013 – 2023

- Individual and family plans through Marketplace
- Employee education via meetings & webinars
- Manage online enrollment platform, Employee Navigator
- Process group enrollments and terminations
- Handle FSA, HRA and COBRA
- Payroll deductions
- Customer service: claims, billing issues
- Handle renewals each year

Chick-fil-A

Manager / Garner, NC / 2007 – 2013

- Responsible for daily operations and directing staff (15-20 team members) to ensure satisfied customers & a profitable business model
- Daily balance cash registers to ensure accuracy
- Hourly monitoring labor percentages
- Generate Customer Care Letters to reconcile negative experiences, when applicable
- Develop expert customer service skills among the team
- Coordinate deliveries of stock & produce
- Complete monthly inventory check
- Trained staff from the front of the house to the kitchen

## VOLUNTEER

- Board of Directors - North Carolina Purple Heart Foundation
- Board Secretary  
[purpleheartfoundationofnc.org](http://purpleheartfoundationofnc.org)