

SELECTED EXPERIENCE AND IMPACT

Sasha Bowers

Contract Administration | Commercial Transactions | Operations

A closer look at how I run complex transactions, from the first document request to the final, audit-ready file.

Austin, Texas



The résumé shows what I've done. This is how I do it

My résumé covers the roles and the numbers. These pages go a level deeper: how a deal actually moves, where it can break, the tools I build to keep it on track, and what I'd bring to your team.

01

How a deal moves

The people around every transaction, a two-week close laid out day by day, and where deals tend to stall.

02

How I keep it under control

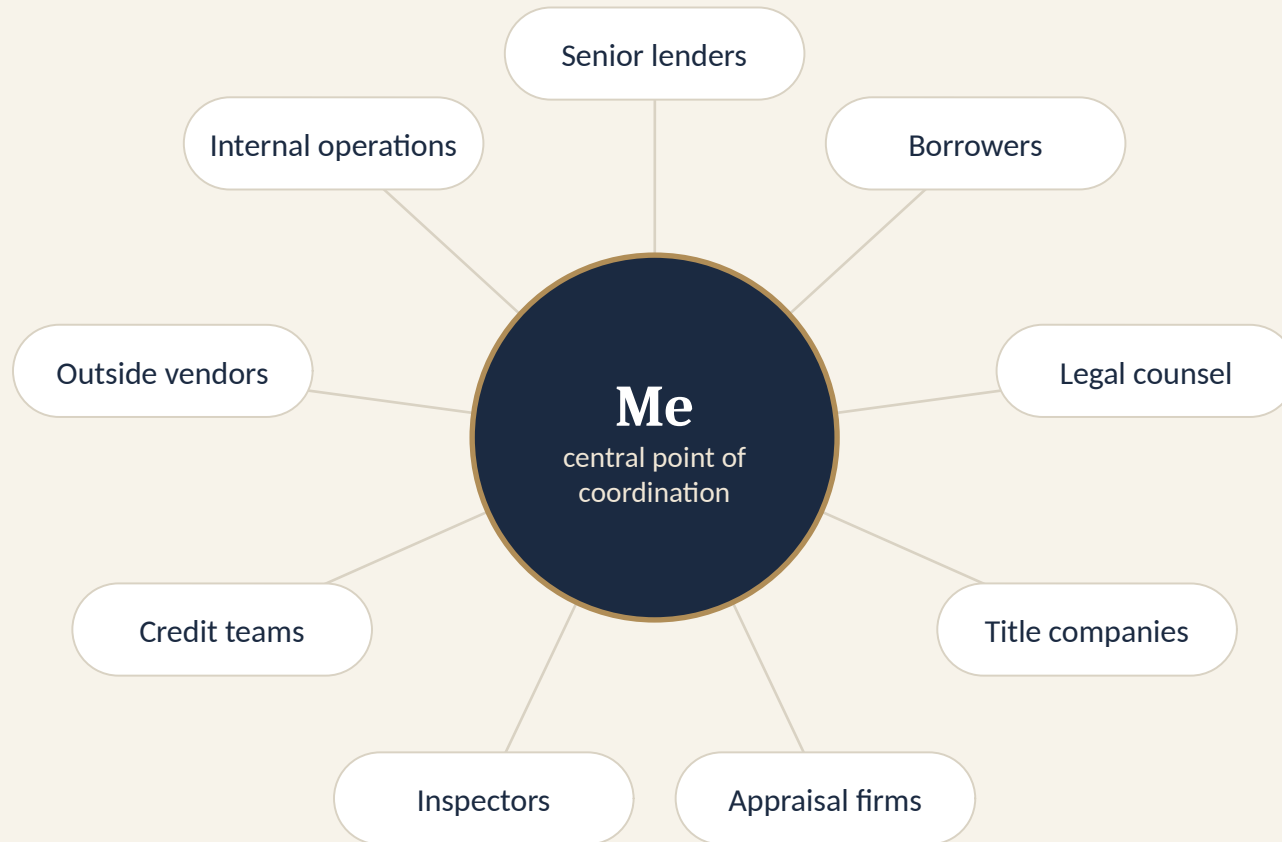
Holding vendors to a standard, and the checklist structure I use so nothing depends on memory.

03

What I'd bring

My first 90 days on a new team, and where this experience carries over.

Everything runs through one point of coordination



What I coordinate

Documents and conditions

what's needed, from whom, and by when

Deadlines

one timeline every party can see

Approvals and sign-offs

routed to the right person in the right order

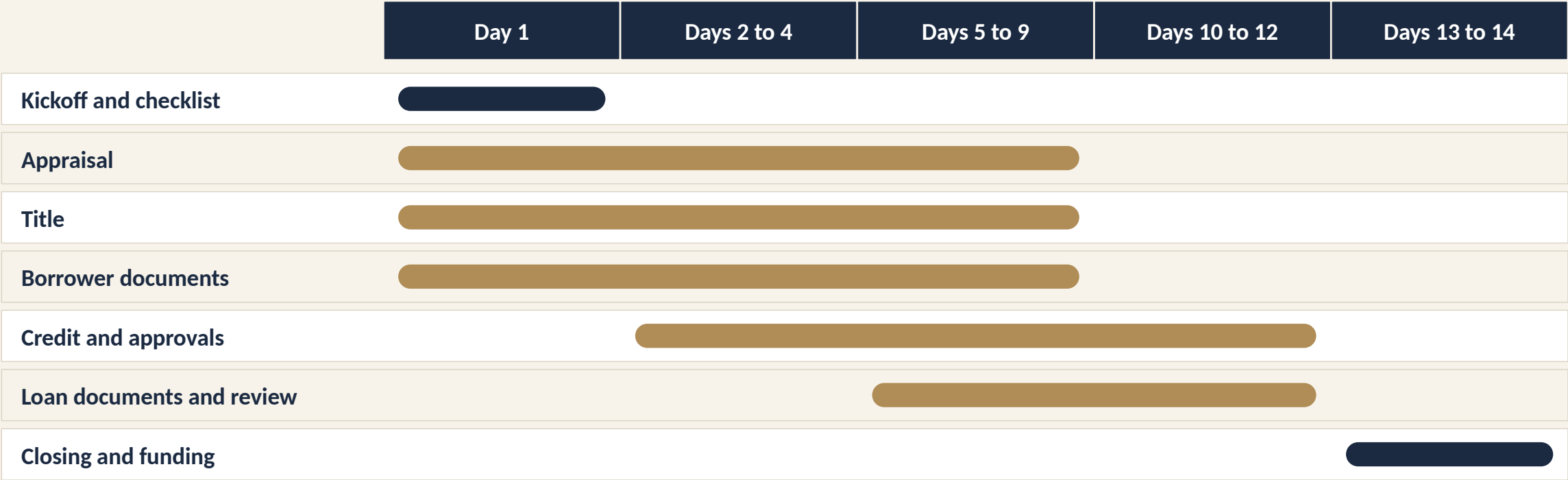
Status

lenders and borrowers hear it from me first

Issues

flagged early and taken to the person who can decide

What a compressed closing actually looks like



The point is overlap. Nothing waits on something it doesn't depend on. Third parties are ordered on day one, borrower items are chased while reports are out, and lenders and borrowers get status updates the whole way through.

Illustrative sequence, not a specific deal. Timing varies by transaction.

Where deals stall, and how I catch it early

WHAT GOES WRONG	HOW I SEE IT COMING	WHAT I DO
An appraisal comes back thin	I review it when it arrives, not at the closing table	Bring in an alternate provider and compare results while there's still time
A borrower document is still missing	It's an open line on the checklist with a date next to it	Follow up early and tell the lender before it becomes a delay
A vendor's turnaround slips	The tracker shows it against the date we agreed on	Escalate, reset the timing, or move the work to someone who can deliver
Terms or conditions don't line up	It surfaces in document review, days before closing	Flag it and get it to the person who can make the call

Getting dependable work from outside vendors

01

Compare

Weigh appraisal, title, and legal proposals on price and turnaround, deal by deal.

02

Negotiate

Work out fees and timing directly with legal and title providers.

03

Check the work

Review each deliverable for sufficiency before it moves forward.

04

Document

Keep agreed terms and turnaround in the vendor tracker.

05

Act on misses

If quality or timing slips, bring in an alternate provider and compare results.

The goal isn't the cheapest vendor. It's a predictable one: a fair price, an honest turnaround, and work that holds up. I keep the relationship professional even when I'm the one pushing back.

How I build a closing checklist

Closing checklist

Sample structure. No client or bank data.

ORDER FIRST

- ☐ Appraisal ordered
- ☐ Title ordered
- ☐ Borrower document request sent

DOCUMENTS

- ☐ Credit approval and conditions logged
- ☐ Loan documents prepared
- ☐ UCC search and filing

REVIEW ON ARRIVAL

- ☐ Appraisal reviewed for sufficiency
- ☐ Title commitment reviewed
- ☐ Entity documents collected

CLOSE AND FUND

- ☐ Closing scheduled with all parties
- ☐ Wire request prepared
- ☐ File complete and audit-ready

Why it's built this way

- 1 Ordered by dependency**
The slowest items start first, so they're never the reason a deal waits.
- 2 Every line has an owner and a date**
Status is something anyone can read, not something they have to ask me for.
- 3 Review happens on arrival**
Problems get caught while there's still time to fix them.
- 4 The list becomes the record**
When the deal closes, the checklist doubles as the audit trail.

What my first 90 days would look like



BY DAY 30

Learn how it really works

The documents, the systems, and the people. I map how work actually moves today and who signs off on what before I suggest changing anything.

BY DAY 60

Own my share end to end

Carry my workload start to finish, and set up or tighten the tracker and checklist so status is visible without anyone having to ask.

BY DAY 90

Bring one real fix

Put one concrete process improvement in front of the team, grounded in what I've seen firsthand, and help roll it out.

Where this experience fits next

Where it applies	What carries over
Contract administration	Preparing, routing, tracking, and coordinating documents through execution under deadline
Transaction management	Moving many parties and workstreams toward one closing date
Commercial real estate operations	Fluent in CRE, construction draws, title, and appraisal
Fintech and lending software	I've been the user these platforms are built for, including testing Built during a bank's rollout
Vendor management	Comparing, negotiating, and holding providers to a standard
Compliance and operations	Audit-ready files, exception tracking, and operational controls

New platforms and contract types are learnable. The judgment underneath them, knowing what has to happen, in what order, and who needs to know, is what I already bring.

LET'S TALK

If your team needs complex work kept organized, on schedule, and well documented, I'd like to help.

I'd welcome a conversation about what your team is working on and where I could take work off your plate.

Sasha Bowers

Austin, Texas

sasha.bowers60@gmail.com

sasha-shines-portfolio.lovable.app

linkedin.com/in/sashabowers