

TKD
GLOBAL
ENTERPRISE
Contracts-to-Close Concierge

REAL ESTATE
VIRTUAL ASSISTANCE SERVICE
CONSULTING

TKDGLOBALENTERPRISE.COM

About

TKD GLOBAL ENTERPRISE

CONTRACT-TO-CLOSE CONCIERGE FOR REAL ESTATE PROFESSIONALS



TKD Global is a boutique transaction coordination and administrative support company designed to serve top-producing agents and real estate teams.

Founded on the principles of excellence, professionalism, and reliability, TKD Global provides end-to-end support throughout the real estate transaction process — from contract to close — so that agents can focus on revenue-generating activities while we handle the details.



Nadine Crump

Founder &

Lead Transaction Coordinator



A trusted expert with over a decade of experience as a part-time real estate agent, Nadine Crump has guided buyers and sellers through every phase of the transaction journey. Known for her deep knowledge of the market, sharp negotiation skills, and commitment to client success, she's helped countless individuals navigate real estate with confidence and ease.

Now, through TKD Global Enterprise, she leverages that real estate experience — paired with 30+ years of administrative leadership — to provide real estate professionals with a seamless, concierge-level experience. Her strengths include elite organization, high-level relationship management, detail-oriented execution, performance and incentive management, leadership etiquette, and the ability to consistently make her team — and her clients — shine.

"My goal is to give agents their time back. You close more deals. I handle the paperwork, the timelines, the details. That's what I do best."

Our Client

We proudly serve:

- Independent real estate agents
- Top-producing teams
- Boutique brokerages
- New agents looking to scale
- Brokers in need of back-office support

TKD Global Enterprise specializes in helping our clients reclaim their time, increase productivity, and deliver a polished, white-glove experience to their buyers and sellers.



SERVICES

Contract preparation including disclosures and forms

Pre-market to contract closing

Pre-market to MLS entry and updates

Ensure compliance with all state forms

Preparation of marketing materials

SERVICES

Communication with sellers

Ensure all required documents are signed by the appropriate parties

Back-office support for office tracking portal

Showings, photos, inspections, appraisals, walk-throughs, open houses, and more.

**Available in the Washington, D.C. metro area.*



Why Work With Us?

The **Key** to Our Success

Over 30 Years of Professional Executive Support

- In-depth understanding of real estate from the agent's viewpoint
- Effortless communication with agents, clients, and vendors
- Dedicated to maintaining confidentiality, professionalism, and excellence
- Systems-oriented, organized, dependable, and punctual
- Enhanced client experience leads to repeat business and referrals for you



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LET'S WORK TOGETHER!

NADINE CRUMP

INFO@TKDGLOBALENTERPRISE.COM

(202) 429-0440

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