

JANE DOE

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PROFESSIONAL SUMMARY

An accomplished and talented professional with a comprehensive background in business development, sales & marketing, account management, executive & administrative support, leasing, and real estate. Delivers exceptional customer service and client satisfaction, highlighted by client management abilities. Establishes, cultivates, and manages productive relationships. Proficient in Microsoft Outlook, Microsoft Streets and Trips, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Adobe Creative Suite, Adobe InDesign, Adobe Photoshop, MLS, and LoopNet. Candidate for National Pharmaceutical Representative certification.

Soft Skills

- Leadership
- Collaborative
- Initiative
- Engaging
- Analytical
- Solution-Oriented
- Exemplary Communicator
- Intently Focused
- Personable

PROFESSIONAL EXPERIENCE

ReMax

Memphis, TN

10/14 – Present

Realtor

Provided guidance and assisted sellers and buyers in marketing and purchasing property for the right price under the best terms. Determine clients' needs & financial abilities, and proposed solutions. Performed intermediate negotiations, consulting clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing. Conducted a comparative market analysis to estimate properties' value. Displayed and marketed property to possible buyers and prepared necessary paperwork (contracts, leases, deeds, and closing statements). Maintained and updated listings of available properties.

- Cooperated with appraisers, escrow companies, lenders, and home inspectors
- Developed networks and cooperated with attorneys and contractors.
- Promoted sales through advertisements, open houses and listing services.
- Remain knowledgeable about real estate markets and best practices.
- Identified and found prospective buyers and sellers.
- Offered advice to buyers and sellers while being a liaison between the two.

Bayer Properties

Mountain Brook, AL

08/13 – 09/14

Leasing Assistant

Assisted in the support of leasing retail property for The Summit, Birmingham's premier lifestyle center. Involved in presenting properties and provided amenities in a positive light to prospective tenants. Advertised available properties using a variety of media and promoting materials. Determined the commercial needs, standards, and economic viability of prospect customers. Confirmed rental application data and references.

- Stayed knowledgeable of the property market status.
- Provided information on all aspects of properties (expansion, zoning, crime).
- Assisted in negotiation of leasing terms and conditions.
- Ensured proper maintenance and inspect properties periodically.

W. G. Yates and Sons Construction**Atlanta, GA****06/12 – 04/13*****Executive Assistant***

Performed human resources functions (payroll, processing of new hire paperwork, terminations, payroll status changes). Coordinated daily calendars of managers, planned appointments, and events. Served as the point of contact between executives and employees/clients. Create regular reports and update internal databases.

- Arranged travel plans and manage phone calls & emails.
- Responded promptly to managers' queries.
- Facilitated internal communication (e.g. distribute information and schedule presentations).
- Suggested efficient ways to operate the office and troubleshoot malfunctions.
- Reviewed and recommended changes to company policies.
- Represented the Senior Vice President by welcoming visitors, reviewing correspondence arranging corporate events, answering questions and meeting requests directed to the SVP.

Colliers International**Charleston, SC****08/11 – 02/12*****Administrative Assistant***

Gained experience and expertise in marketing and administration. Answered and directed phone calls. Organized and scheduled appointments. Planned meetings, wrote and distributed email, correspondence memos, letters, faxes, and forms. Assisted in the preparation of regularly scheduled reports. Updated and maintained office policies and procedures.

- Provide general support to visitors and acted as the point of contact for clients.
- Assembled market summaries for property tours, designed and modified flyers using Adobe InDesign.
- Organized our company calendar, filed leases and property information, handled logistics and implemented corporate events.

EDUCATION

Augusta State University

BA in Communications, Public Relations 2011**CERTIFICATIONS & TRAINING**

Candidate for National Pharmaceutical Representative Certification

Real Estate License