

Jane Doe

1234 Elm Street | Memphis, TN 55555 | 555.5555.5555 | janedoe@gmail.com

ReMax – Memphis, Tn. – October 2014 – Present

Realtor

- Helped clients buy and sell residential properties
- 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. – August 2013 – September 2014

Leasing Assistant

- Assisted in the support of leasing retail property for The Summit, Birmingham’s premier lifestyle center

W.G Yates & Sons Construction – Atlanta, Ga. – June 2012 to April 2013

Executive Assistant

- Human Resources (payroll, processing of new hire paperwork, terminations, payroll status changes)
- Represented the Senior Vice President by welcoming visitors, reviewing correspondence arranging corporate events, answering questions and meeting requests directed to the SVP

Medical Distribution Solutions, Inc. - Atlanta, Ga. - February 2012 to June 2012

Executive Assistant/Marketing

- Heavy calendar and concierge management
- Answered the phone and organized conference calls
- Provided administrative support to the COO and the rest of the executive team in taking messages, handling travel arrangements, and implementing presentations in a variety of professional software

Colliers International – Charleston, S.C. – August 2011 to February 2012

Administrative Assistant

- Gained experience and expertise in marketing and administration
- Put together market summaries for property tours, designed and made changes to flyers using Adobe InDesign
- Organized our company calendar, filed leases and property information, handled logistics and implemented corporate events

Skills and Achievements

- Real Estate License (retired)
- Computer Skills: Microsoft Outlook, Microsoft Streets and Trips, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Adobe Creative Suite, Adobe InDesign, Adobe Photoshop, MLS, LoopNet

Education

Universtiy of South Carolina – 2004 to 2006 – English Major

Augusta State University – 2008 to 2011 - Earned BA in Communications – Public Relations