

JOHN DOE

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SUMMARY

Full-time student at the University of Baltimore studying Real Estate and Economic Development, seeking an opportunity to continue to expand my knowledge within the Real Estate industry. Experience working within the industry in several markets for more than four years. Possess the ability to grasp the core understanding of what moves different RE markets in varying geographical areas. Ability to forge productive relationships with diverse clientele.

EDUCATION

UNIVERSITY OF BALTIMORE, BALTIMORE, MD December 20XX
Bachelor of Science in Real Estate and Economic Development

MONTGOMERY COLLEGE, ROCKVILLE, MD December 20XX
Associate of Arts in Business

LICENSES

- Maryland Real Estate Salesperson License
- Florida Real Estate Salesperson License
- GCAAR Member (REALTOR)
- Working towards Real Estate LEED certification

SKILLS

- Tri-lingual (fluent: English, Spanish and Portuguese)
- Exceptional customer service skills
- Proficient with technology
- Easy to work with and highly motivated

REAL ESTATE EXPERIENCE

REDFIN March 2014- Present
Associate Agent, Montgomery County, MD *December 2016 – Present*
Associate Agent, Miami Dade County, FL *August 2016 – December 2016*
Support Agent, Miami Dade County, FL *January 2015- January 2016*
Associate Agent, Montgomery County, MD *March 2014 - December 2014*

Associate Agent

- Conduct field events for deal-writing agents, including: *Home Tours, Inspections, Pick up and Deliveries, Open Houses, Closings, create CMA's for clients when necessary*
- Provide excellent and ethical service to all clients
- Use technology to provide the most up to date market information for our clients
- Work in teams to assure the best customer experience

Support Agent

- Handled current and past client relations
- Converted leads into new clients
- Managed deal writing agents schedules
- Responded to client complaints
- Provided support for agents
- Answered an average of 100 phone calls a day by addressing customer inquiries, solving problems and providing brokerage information