

JOHN DOE

BALTIMORE, MD

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SUMMARY

Student at the University of Baltimore studying Real Estate and Economic Development, seeking an opportunity to continue to expand knowledge within the Real Estate industry. Experience working within the industry in several markets for more than four years. Possesses the ability to grasp the core understanding of what moves different real estate markets in varying geographical areas. Demonstrated 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
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REAL ESTATE EXPERIENCE

REDFIN March 2014- Present

Associate Agent, Montgomery County, MD December 2016 – Present

Miami Dade County, FL August 2016 – December 2016

Montgomery County, MD March 2014 - December 2014

- Conduct field events for deal-writing agents, including home tours, inspections, pick-up and deliveries, open houses, and closings
- Collaborate as part of a 5-person team to provide an excellent customer experience to all clients
- Provide excellent and ethical service to all clients through clear communication and appropriate referrals
- Use technology to provide the most up-to-date market information for clients

Support Agent, Miami Dade County, FL January 2015- January 2016

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