Robert Smith

Home Sales Consultant/Representative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Experienced Data Entry Operator with experience in many different processes and fields of work and pay great attention to detail, resulting in outstanding quality in whatever process I perform.

WORK EXPERIENCE

Home Sales Consultant/Representative

Best Buy - November 2013 – 2020

Responsibilities:

- Proactively followes up with prospects throughout the sales process
- Developed and maintained relationships with the Realtor community
- Understood the loan process
- Educated home buyer on the sales, construction and warranty processes
- Managed Model-maintenance and specs.
- Responsible for the selling and closing of homes.
- Generated leads, following up on provided leads, and maintain good relationships with Realtors.

Home Sales Consultant

Delta Corporation - 2008 – 2013

Responsibilities:

- Directed and trained new home sales consultants to achieve all required qualifications to help them meet customer satisfaction in home sales as well as meeting and surpassing company expectations.
- Assisted in the office with clerical work including following up with contractors on all building materials, house framing, foundations, electrical, plumbing, insulation, landscaping, and thier payment check distributions once their contracted jobs were done and met KRKs stringent builidng approvals.
- Virginia I started at this job trying to get different types of experience in different work fields.
- Had to then go back to Wendys in August of last year due to my school schedule.
- At this job i helped people decide on different packages for phone, Internet, and cable.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Diploma - (Central Gwinnett High School)

SKILLS

Sales/Cust Service,
Retail Sales,
Administrative.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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