

ROBERT SMITH

New Home Sales Associate

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SUMMARY

Over 22 years total continuous employment in real estate sales, legal administration and office management. Successful in closing deals, working with owners, buyers, vendors and developing long term relationships with clients. Solid understanding of professional services, structure and management from an operational and personnel perspective.

CORE COMPETENCIES

Real Estate Finance, Commercial Lease, Residential Lease, Property Management, HOA Management.

PROFESSIONAL EXPERIENCE

New Home Sales Associate

ABC Corporation - May 2014 – October 2020

Key Deliverables:

- Responsible for the new home transactions from start to finish.
- Worked closely with our preferred lender and customer to ensure a smooth transaction.
- Provided excellent customer service through the entire process.
- Built relations and set expectations for new potential buyers.
- Coordinated and kept accurate notes with all members of our team from sales, to construction to the design center.
- Retained, maintained, and managed backlogs, traffic and community relationships.
- Generated referrals and lead through face-to-face marketing.

New Home Sales Associate

Delta Corporation - 2010 – 2014

Key Deliverables:

- Represented production home builder with primary focus on sales.
- Increased sales pipeline by pursuing and capturing leads.
- Applied skills and actions through procedure of logging calls and holding appointments to generate sales and exceed project goals.
- Sell Rockford Homes Products in over 30 Communities Make Presentation to Model Visitors, and demonstrate the model, spec homes and the amenities of .
- Generated referrals and leads through face-to-face networking and community events.
- Conducted personalized and visionary presentations to potential customers.
- Managed current and potential client list with a computer sales tracking system.

EDUCATION

- Bachelor Of Science