

# ROBERT SMITH

## New Home Sales Associate

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

A position in New Home Sales Associate that will utilize my current skills and offer further professional experience and career development.

## EXPERIENCE

### New Home Sales Associate

#### ABC Corporation - MARCH 2016 - 2020

- Achieved \$4,800,000 in Sales in a 6-Month Period.
- Prepared Weekly Sales and Traffic Reports.
- Wrote Purchase Agreements, Explained Builder.
- Disclosed & CC&Rs and Pre-Qualified Buyers.
- Conducted Home Buying Seminars with Realtors in Surrounding Northern Virginia Area.
- Conducted Weekly Update Calls to the Homebuyers During the Construction of Their Home.
- Tracked Competition, Current Market and Consumer Buying Trends.

### New Home Sales Associate

#### Delta Corporation - 2015 - 2016

- Took responsibility in managing sales at the Berry Creek subdivision.
- Marketed new homes in the price range in a luxury golf course community.
- Started with Drees as a Sales Assistant/Hostess & progressed to position of on-site sales-while waiting for a subdivision to open.
- Intricately involved in all aspects of New Home Sales including marketing to Realtors, hosting Realtor luncheons, qualifying & following up with .
- New home sales within a lease-hold estate community.
- Community Management Management of construction and permitting process.
- Marketing Customer relations Event planning.

## EDUCATION

- A.S. In Business Management

## SKILLS

Microsoft Office, Yardi, Appfolio, Property Management, Real Estate, Social Media

Marketing, WordPress.