

## Objective

New Home Sales Associate experience, but I am also interested in in event planning/coordinator, which I do in my current job to promote sales. I also have an interest in contract administration, which I oversee the complete process in my current position. I have an administrative background of over 10 years. I believe that excellent customer service is key to great success.

## Skills

Planning Skills, Analysing Skills.

## Work Experience

### New Home Sales Associate

**ABC Corporation** - July 2014 – 2020

- Exceeded company established quarterly sales goals by 100% in to be built, and move in ready homes for my community.
- Presented and sell the features and benefits of new homes in my community.
- Followed company policies and procedures and directives.
- Provided customer service by maintaining good relationship with buyers.
- Followed up with customers after the sale and closing.
- Gathered and utilized competitive market analysis (CMA) and other data driven tools to sell homes.
- Continually prospected for new customers through networking, referral, and effective follow-up.

### New Home Sales Associate

**Delta Corporation** - 2013 – 2014

- Worked with Buyers in choosing communities, land and home styles Company was excellent at custom designing homes for customers with special needs.
- Monitored & maintained all legal contracts & documents for property - Monitored home site during construction process - Updated customer weekly on .
- Top producer in a challenging market for large national builder.
- Cross-selling all Colorado Springs Communities as well as direct responsibilities for sales offices in Claremont Ranch, East view Estates, Falcon .
- Implementing corporate directives as dictated by changing market.
- Managed, sold and closed out a community in College Park of Chino Qualifying prospects and securing contracts Achieved a high level of customer .
- Product presentations with prospective buyers.

## Education

BS