



# AVA DAVIS

## Realtor Assistant

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📍 Los Angeles  
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### PROFESSIONAL SUMMARY

Results-focused Realtor Assistant with two years of experience in supporting real estate transactions and client relations. Skilled in managing listings, coordinating communications, and enhancing operational efficiency. I am eager to leverage my organizational abilities and passion for real estate to contribute positively to a dynamic team and ensure a seamless experience for clients.

### WORK EXPERIENCE

#### Realtor Assistant

Quantum Solutions LLC

📅 Apr / 2024–Ongoing

📍 Phoenix, AZ

1. Managed incoming and outgoing correspondence to ensure timely communication.
2. Utilized office equipment including scanners and copiers for document management.
3. Created and maintained spreadsheets and presentations for property listings.
4. Reviewed property listings for accuracy and made necessary updates.
5. Coordinated closing processes, ensuring smooth transactions between clients and agents.
6. Provided exceptional administrative support to real estate agents, enhancing team productivity.
7. Developed and implemented a streamlined filing system for client documents.

#### Realtor Assistant

Cactus Creek Solutions

📅 Apr / 2023–Apr / 2024

📍 Phoenix, AZ

1. Maintained open lines of communication with clients to ensure consistent updates and support.
2. Scheduled appointments and managed calendars for real estate agents.
3. Assisted in property showings and client tours, providing insights on listings.
4. Conducted market research to support pricing strategies and marketing efforts.
5. Handled marketing materials, including flyers and online listings.
6. Supported the team with administrative tasks, improving overall efficiency.

### EDUCATION

#### Associate of Arts in Business Administration

City College

📅 Apr / 2022 – Apr / 2023

📍 Phoenix, AZ

Focused on business fundamentals and administrative skills relevant to real estate.

### SKILLS

#### Client Communication Skills

#### Contract Management

#### Compliance Knowledge

#### Real Estate Regulations

#### Graphic Design Skills

#### Website Management

### INTERESTS

- 🤿 Scuba Diving    🎮 E-sports  
📖 Reading Fiction    🧩 Puzzle Solving

### STRENGTHS

📋 Stewardship

👥 Teamwork

🔑 Tenacity

👁 Vision

### LANGUAGES



English



German



Japanese

### ACHIEVEMENTS

- 🌟 Improved client satisfaction ratings by 20% through effective communication and support.
- 🌟 Assisted in closing over 30 transactions within two years, ensuring timely and accurate processing.