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# REAL ESTATE ADMINISTRATIVE ASSISTANT RESUME

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## Objective:

To obtain the position as Real Estate Administrative Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Familiar with all office equipment's.
- Ability to coordinate and effectively handle multiple tasks efficiently.
- Good verbal and communication skills to assist clients, vendors and agents in a professional manner.
- Ability to work well with a variety of people and personalities.
- Ability to handle highly sensitive information in a strictly confidential manner
- Skilled at answering phones, mailing, binding, power point presentations, filing, faxing, ordering supplies, and emailing.

## Work Experience:

Real Estate Administrative Assistant  
Randstad, Wayne, NJ  
August 2005 to till date

- Served as first point of contact in handling agent inquiries; and maintained all filing systems; and ensured prioritizing client care.
- Managed to cover front desk in time of need.
- Ensured to deal with confidential information carefully.
- Maintained and distributed agents and vendors contact lists.

Real Estate Administrative Assistant  
Ambiance Realty, Wayne, NJ  
May 2000 to July 2005

- Administered to market listings and the company in websites, email campaigns and newspapers.
- Managed to keep weekly contact with the realtors.
- Developed & implemented systems for the agents who have buyers and sellers transactions to supply on time.
- Provided the office, the title company and the clients with all the necessary documents and data.
- Followed and managed each office transaction from start to closing.

## Education:

Associate Degree in Administrative Office Management  
Northeastern University, Boston, MA

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