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# REAL ESTATE ASSISTANT RESUME

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## Objective:

To obtain a Real Estate Assistant position which will challenge me and help the organization continue to be successful.

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## Summary of Skills:

- Profound ability to multi-task daily.
  - Proven ability to juggle several different tasks.
  - Remarkable ability to handle strong personalities.
  - Strong work ethics and ability to work independently.
  - Ability to prioritize and meet deadlines.
  - Good verbal and written communications; and recognize and maintain confidentiality
  - Ability to answer all in-coming phone calls courteously.
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## Work Experience:

Real Estate Assistant  
Florida Real Estate Brokerage, Prattville, AL  
August 2005 to till date

- Administered marketing by creating and submitting print ads, flyers and open house materials, mass mailings and necessary follow up.
- Managed to check vacant properties and tidy up the premises.
- Managed to market open houses by setting up and take down directional signs.
- Facilitated the customers by displaying house signs, pick up balloons, cookies and beverages, sit the open house and pass out flyers etc.
- Ensured that the visitors sign guest sheet.

Real Estate Assistant  
AppleOne, Prattville, AL  
May 2000 to July 2005

- Managed schedule showings and initiated necessary follow up on feedback.
  - Demonstrated to create flyers, ads and other marketing material.
  - Ensured to follow up on all incoming leads; and facilitated to process contract paperwork.
  - Managed errands by picking up or dropping off lockboxes, stock flyer boxes, pick up or return listing keys.
  - Managed close up and prepared report to agent and seller.
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## Education:

Associate Degree in Business Administration  
University of South Alabama, Mobile, AL

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