
REAL ESTATE PERSONAL ASSISTANT RESUME

Objective:

To obtain a Real Estate Personal Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Profound ability to support the unit in maintaining a high level of tenant satisfaction.
- Ability to maintain emergencies, special projects, and peak seasonal demands.
- Proven ability to undertake self-directed tasks with minimal supervision.
- Ability to research, prepare, edit and circulate realtor's promotional marketing pieces.

Work Experience:

Real Estate Personal Assistant
WSI Healthcare, Grand Rapids, MI
August 2005 to till date

- Managed to directed phone inquires to the appropriate staff member.
- Managed all sorts of mails both electronic and manual, ensuring appropriate distribution.
- Greeted clients in a professional and friendly manner.
- Managed to keep track of operating expenses, and generating appropriate reports from time to time.
- Provided administrative support to realtor and other staff.

Real Estate Personal Assistant
The Avalon Group, Grand Rapids, MI
May 2000 to July 2005.

- Communicated with clients at least once a week to check on their needs..
- Administered all incoming and out bound mails; and replied to general information requests with the accurate information.
- Relayed voice mail from the general mailbox to the appropriate staff member.
- Computed data, maintained client files and listing of activity logs.
- Assisted with media placement and marketing production and updated and ensured to keep track of operating expenses.
- Provide administrative support to realtor by managing his promotional material.

Education:

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

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