
REAL ESTATE SALES ASSISTANT RESUME

Objective:

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

Summary of Skills:

- Proven ability of negotiations and deal closing.
- Exceptional ability to multiple tasks and highly motivated.
- Strong communication skills both verbal & written.
- Good communication skills and knowledge of Ms-Office and internet.
- Exceptional skills to great, listen & solve creative problem.
- Ability to work as part of a team, as well as individually.

Work Experience:

Real Estate Sales Assistant
Friedman Real Estate Group, Inc., Las Vegas, NM
August 2005 to till date

- Administered prospecting, marketing & promoting new business.
- Maintained a high level of customer satisfaction.
- Ensured to follow up with prospects throughout the sales process.
- Maintained admirable relationship with the realtor community.
- Demonstrated to efficiently work & communicate with customers & team-members.
- Ensured to maintaining onsite security.

Real Estate Sales Assistant
Lyon Real Estate, Las Vegas, NM
May 2000 to July 2005.

- Guided homebuyers and sellers through the sale and purchase of their properties.
- Ensured to form new relationships, gaining customers, and working closely with them to offer helpful services and advice.
- Managed to follow up with prospects throughout the sales process.
- Maintained excellent relationships with the realtor community.
- Ensured to communicate and work efficiently with customers & other team-members.
- Ensured to maintaining onsite security.

Education:

Associate Degree in Administrative Office Management
University of Iowa, Iowa City, IA

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