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## Real Estate Sales Associate Resume

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### Job Objective

Seeking a position as Real Estate Sales Associate where I can utilize my knowledge and experience in reputed organization.

### Summary Skills:

Remarkable experience in investments and commercial and residential real estate Sales  
Skilled in analysis of property valuation  
Good knowledge of real estate sales operations  
In-depth knowledgeable of real estate business and laws pertaining to transactions  
Strong knowledge of mortgage, title, escrow, and insurance  
Sound ability to sketch and interpret bar graphs  
Ability to follow-up on client questions regarding homes and resolve any issues  
Superior computer skills with proficiency in MS word processing and spreadsheet applications  
Excellent oral and written communication skills  
Good interpersonal and organizational skills

### Work Experience:

Real Estate Sales Associate, August 2005 to till date  
Service Master, Bogalusa, LA

- Ensured all applications are entered properly in the customer database.
- Assisted with department administrative and support functions and inbound real estate calls.
- Contacted and developed long-term relation with potential home buyers and sellers.
- Consulted with clients and understand their needs, whether buying and selling.
- Provided advice regarding the range of services available to clients – mortgage, title, escrow, and insurance.
- Represented clients through entire process of home purchase or sale – negotiate offers with clients' best interest in mind.

### Education:

Bachelor's Degree in Business, University of Phoenix, Phoenix, AZ

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