

Joaquin M. Davis
4775 Lakeland Terrace
Southfield, MI 48075
Phone: 734-372-0203
Email: jmdavis@example.com

Objective:

To work as a Real estate Marketing assistant and perform wide range of activities necessary in buying, selling, and renting of commercial and residential buildings.

Summary of Skills:

- Experienced in providing real estate services to individuals, and corporate clients
- Strong knowledge of the functions of real estate industry
- Have current information of the state and federal laws relating to real estate
- Able to manage all corporate escrows including deposits, closing and fees
- Ability to become communicator between title companies, corporation, attorneys and developers
- Able to facilitate corporate and legal documents to title companies
- Excellent written and verbal communication skills
- Excellent graphic designing skills and ability to work on property management software
- Adept in prioritizing tasks and meeting deadlines
- Able to work independently and handle multiple tasks
- Outstanding skills in solving problems and assisting in sales

Work Experience:

Real Estate MARKETING Assistant

Stellar Properties, Southfield, MI

2011 - present

- Answer telephones and take messages
- Operate office equipments and direct incoming calls
- Collect vouchers and draft expense reports
- Coordinate with sales team, agents and brokers for installing signage on properties
- Secure public information on properties

- Assist in selling vacant homes and filling vacant rental properties
- Advertise available properties by posting photos and videos on the website
- Schedule property tours for interested party
- Collect and record payment received
- Submit work orders to maintenance technicians and building supervisors
- Pay utility bills and other expenses incurred on property

Real Estate Assistant

Penguin Builders, Southfield, MI

2009 - 2011

- Created signage and billboard for display
- Scheduled property tours and followed-up with the respective party
- Verified information provided by clients interest in renting apartments
- Assisted accountants in compiling cash receipts and expense vouchers
- Prepared file of properties to be leased, sold, and bought
- Worked with the sales team in displaying house signs, and holding open house
- Inspected vacant properties and ordered necessary repair and maintenance
- Handled filing of work orders and contracts

Education:

Associate Degree in Business Administration

George College of Commerce and Business Administration, Southfield, MI

2008

References:

Available upon request.