

# ALVIN YEABY

YOUNG PROFESSIONAL

## PROFILE

Creative and hardworking recent graduate of Methodist University, with an in-depth knowledge of business strategies, customer service, and creative design. Fluent in English and Korean. Spent a gap year after graduation to travel and gain geographical inspiration for possible relocation and truly experience freedom before delving into adulthood. Excited for a dynamic opportunity where I can diversify and enhance my knowledge and abilities. I welcome opportunities to work in a fast-paced and challenging atmosphere built by respectable leaders.

## SKILLS

Creativity	<div><div></div></div>
Adaptability	<div><div></div></div>
Collaboration	<div><div></div></div>
Communication	<div><div></div></div>
Leadership	<div><div></div></div>
Conflict Resolution	<div><div></div></div>
Organization	<div><div></div></div>
Customer Service	<div><div></div></div>
English	<div><div></div></div>
Korean	<div><div></div></div>
MS Office	<div><div></div></div>
Data Entry	<div><div></div></div>

## EDUCATION

### Methodist University

**B.S., Business Administration** | 2016 - 2018: Business and Finance Club; **Related Coursework:** Management & Organization, Financial Accounting, Statistics for Business and Economics, Business Ethics

### Long Island University

**B.S., Business Administration** | 2014 - 2015

## WORK EXPERIENCE

### Intern at Century 21

August - December 2018

#### Key Qualifications and Responsibilities

- Participated in staff meetings with Agents and Brokers to brainstorm marketing tactics, brand awareness, and understand department focus
- Created, designed, and printed brochures, pamphlets, and other marketing materials to attract potential clients
- Mentored by a leading Agent and became competent in showings, processes, paperworks, advertisement, and day-to-day client services
- Organized property visits and ensured sites were well-maintained, ready for showings/walk-throughs, and kept to standards
- Co-managed client relationships through constant correspondence, verbal communication, prompt feedback, and hospitable mentality
- Prepared written analysis of customer feedback, opinions, and suggestions
- Conducted and organized research and data in MLS
- Drafted purchase agreements, closing documents, and leasing contracts
- Performed other duties as assigned by management

#### Key Achievement

- Acquired a sense of importance for client services and interpersonal skills on all levels and industries of business

## CONTACT

Alvin Yearby, Fayetteville, NC, USA

+1 (929) 275-4079  
leroy.yearby@gmail.com  
www.linkedin.com/in/alvinyearby/

## REFERENCES

Linda Corron  
Realtor/Broker

T: +1 (910) 818-4675  
E: linda.corron@gmail.com