

Nikhil Sood

Office Manager - Keller Williams, Jeff Stokes Homes

Thousand Oaks, CA

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Office Manager

Keller Williams, Jeff Stokes Homes - Newport Beach, CA - November 2013 to Present

Prepared financial presentations for senior management by incorporating new and existing reports along with analysis of residential real estate trends in certain areas of Newport Beach. Supported the development of executive reports and presentations for client's properties. Formulated weekly market update reports, which were

used to analyze sold properties. Created a marketing strategy which involved, sending out mailers and postcards; updated websites and social media as well as cold calling to clients.

- Improved market strategy by creating a more efficient system of market analysis, which has increased the amount of reports sent out every month.
- Improved spending reports to enhance clarity of expenses and increase efficiency.
- Conducted financial analysis to support senior leadership with sales of over \$100 million in Real Estate transactions in 2014.

Executive Assistant

Keller Williams, Hoston & Associates - Encino, CA - January 2010 to February 2011

Responsible for conducting quantitative analysis of commercial real estate trends in the Los Angeles area. Used

market data and public record research to perform benchmark analysis. Utilized financial software systems to provide analytical, financial and presentation support for the clients needs.

- Increased data mining 30% by creating a more efficient process to collect information from public sources.
- Reorganized and streamlined online database of property owners.

Marketing Coordinator

Dynamics Capital Group - Los Angeles, CA - April 2009 to December 2009

Coordinated execution of email broadcast campaigns, public relations, marketing events, outbound calls, media

advertisements and other marketing plans. Frequently managed online marketing campaigns successfully and published write-ups on social marketing websites and blogs.

EDUCATION

Bachelor of Arts in Economics

University of California - Irvine, CA

September 2013 to September 2015

Administration & Information Systems in Information Systems

Riverside City College - Riverside, CA

January 2011 to June 2013

ADDITIONAL INFORMATION

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and ACT.
- Proficient in CRMLS, DocuSign and California Moves.
- Ability to communicate with others who speak Hindi and Punjabi.