

Sheri Foster

349 Abbotsbury Dr., Westerville, OH 43082 | 614.638.6625 | sherihomessold@gmail.com

Objective

Seeking a position with a strong, industry leading company where I can use my 20 years of working with people to provide an outstanding customer experience.

Skills

- Time Management/Prioritizing
- Customer service through rapport building and effective communication
- Responsible for managing multiple transactions at once
- Responsible for coordinating clients, lenders, appraisers, inspectors and title companies to ensure deadline and contract terms are met
- Negotiating contracts
- Money management

Experience

REALTOR | KELLER WILLIAMS GREATER COLUMBUS | APRIL 2011 – PRESENT

- Market homes for sale
- Assist buyers in the homebuying process
- Listen to the needs & wants of clients
- Educate clients as to their options
- Provide frequent updates
- Team Lead
- Negotiate contracts & manage deadlines

REALTOR | RE/MAX | JUNE 1997 – APRIL 2011

- Office Manager
- Managed front desk staff
- Accounting of company bank accounts
- Ensured files for State compliant
- Point person for approximately 25 agents
- Personal assistant to top producing Broker/Owner

Education

REAL ESTATE LICENSE | JUNE 1997 | HONDROS COLLEGE

- Related coursework: Continuing Education every 2 years includes Law, Civil Rights & Ethics

BUSINESS | 1990-1992 | OHIO STATE UNIVERSITY

- Major: Business

Achievements

PRESIDENT | WESTERVILLE AREA REALTOR ASSOCIATION | 2014-2016

MEMBER | KELLER WILLIAMS AGENT LEADERSHIP COUNCIL | 2015-2016

RECIPIENT | 5 MILLION DOLLAR CLUB | COLUMBUS REALTORS | 2016

TOUR DIRECTOR | WESTERVILLE AREA REALTOR ASSOCIATION | 2011-2013

MENTOR TO NEWLY LICENSED AGENTS

References provided upon request