

Real Estate Assistant Real Estate Assistant Alhambra, CA Reliable and outgoing individual who thrives in a professional business environment with the ability to work under pressure, maintain excellent customer relations and develop customer rapport. Organized, applies time management, self-motivated and is well experienced in customer service. Authorized to work in the US for any employer Work Experience Real Estate Assistant IVRI GROUP - Pomona, CA May 2019 to Present
Contact potential buyers and set up meetings Assist realtors in educating families/clients on the home owning process Work with recruiting teams and HR representatives to accomplish hiring objectives Network Administrator UNITED STATES MARINE CORPS - Pasadena, CA January 2017 to Present Introduce different network infrastructure and management tools to create and manage a server computing environment Install, configure, and support local area network (LAN), wide area network (WAN) and Internet system with fellow Marines, ultimately leading to successful communication skills Working with and managing government equipment Ensuring full accountability of all gear. Sales Counselor LA FITNESS - Norwalk, CA May 2019 to August 2019 Increased overall sales by closing deals in my branch Mastered multiple marketing strategies Trained others how to prospect, make phone calls, and build rapport with potential clients Responsibilities included: generating leads, booking appointments, and overcoming guest objections to create a great customer service experience Education High School Diploma Mark Keppel High School May 2016 Skills CUSTOMER SERVICE, DATA ENTRY, MICROSOFT OFFICE, OUTLOOK, LEADERSHIP SKILLS

Name: Melissa Richardson

Email: mbarajas@example.com

Phone: 8022191853