

Argin Simonian

328 Mira Loma ave #406
Glendale, CA 91204
C: (818) 512-7446
arginsimon@gmail.com

Summary

Experienced leader with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Energetic and highly motivated realtor with outstanding networking skills.

Skills

- Motivated sales person with excellent written and verbal communication skills
- Ambitious learner with pragmatic work ethics; result driven achiever with high degree of detail orientation
- Energetic, flexible, focused and disciplined
- Quick Learner
- Results-oriented
- Client-focused
- Excel in communications team work
- Proficient in computer software usage including Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Excel, and Adobe Acrobat Reader and Google Docs

Experience

- | | | |
|------------------------------|---|--------------|
| February 2017 to Current | Dilbeck Real Estate | Glendale, CA |
| | <ul style="list-style-type: none">● Created marketing material both on social media and hard copy.● Created and maintained a CRM list with different groups.● Proficient using the MLS, CMA, and other MLS supported software.● Learned to navigate through the Zipforms and C.A.R websites and access the right forms.● Consistently used marketing to reach out to new prospects.● Monitored all income and expenses to determine financial health.● Conducted analysis of different marketing strategies which led to a more precise prioritization of strategies.● Created personalized face to face and cold call sales scripts.● Used resources to adequately follow up with prospect buyers.● Effectively controlled the release of proprietary and confidential information for general client lists.● Organized and coded all documents related to due diligence for acquisitions. | |
| August 2015 to February 2017 | American Savings Financial Services
Senior Administrative Assistant | Glendale, CA |
| | <ul style="list-style-type: none">● Performed administrative support activities including fielding telephone calls, directing visitors, word processing, create spreadsheets and presentations, filing documents and faxing.● Demonstrated extensive software, internet research and communication skills.● Exhibited excellent mathematical and analytic skills with high degree of attention to details.● Kept communications with prospects at maximum level of transparency to ensure high quality customer service. | |

- Created multiple in-house documents to ease processing of documents.
- Created and modified a loan pipeline document demonstrating timeline, progress, and profits.
- Created a company profits and sales chart to identify profitability of loans and focus the direction of marketing.
- Handled all marketing efforts to increase prospecting efforts.
- Kept liaison communications between clients, escrow, lenders and other parties involved.

December 2013 **Better Health Naturally** Corona Del Mar, CA
to
July 2015 **Shipping Department Manager**

Demonstrated knowledge of administrative and clerical procedure and systems such as word processing, managing files and record, designing forms, and other office procedures.

Handled all international export and import shipments with great attention to details.

Prepared budget precisely based on the needs of the company and department.

Exhibited highest level of communication among customers, company and department employees to constantly meet company expectation.

Reduced packaging errors and time by modifying the old system in place.

Made sure of the safety and security of the workplace.

Education and Training

2015 **University of California Irvine** Irvine, CA
Political Science
Political Science
National Science Foundation Academic Achievement Award
Student government representative
MBA candidate

Languages

Fluent in speaking and writing English, Persian, and Armenian