**Danielle B. Winston**

**Charlotte NC 28273**

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**Professional Real Estate Agent**

Professional Real Estate Agent who believes in creating opportunities through hard work and research. Experience in matching clients with a place to call home.

**Core Qualifications**

* Excellent managerial, interpersonal and communication skills
* Good technical writing abilities
* Experience with PowerPoint, Excel, Outlook and Word
* Ability to work independently and within a team
* Excellent documentation and time management skill
* Excellent customer service skills
* Top performance and the proven ability to analyze complex situations
* Lead to lease
* One Site

**Education**

Brooklyn College, English B.A                                                               August 2012

South Carolina Real Estate Agent June 2017

**Professional Experience**

**Greystar 06/2016- Present**

**Apartment Sales Leasing Consultant**

* Top performance and the proven ability to analyze complex situations
* Prepare sales comparable, and rent comparable reports
* Develop and maintain internal and external relationships, including the ability to effectively communicate with residents and co-works
* Develop marketing strategies to enhance to flow of prospect residents
* Provide excellent customer Service to residents and applicants.
* Full in lease and complete appropriate paperwork
* Input Data in One-Site System accurately and on a timely basis.
* Review leasing documents with new residents
* Assist in maintaining current resident files.
* Distribute community-issued notices.
* Ensure apartment is ready for resident to move-in on agreed date.
* Consistently implement policies for the property
* Resolve resident requests, concerns and comments.
* Quickly process maintenance Service Request and inform the maintenance team.
* Maintain open communication with Property Manager and Maintenance Supervisor.
* Contribute to cleanliness and curb appeal of the community on continuing basis.
* Run weekly and Monthly data analysis reports
* Market available units to prospective residents

**Liberty staffing** 6/2015- 6/2016

**Apartment Leasing Consultant**

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**Professional Experience**

High School Teacher                                                                       10/2013-2/2016

* Create pre-assessment
* Rigorous instruction
* Create excel reports to track data
* Provide instruction with 21 century skill building in mind
* Prepare data reports to track student progress
* Create PowerPoint presentations to reinforce lesson concepts
* establish and maintain effective relationships with students and their parents

**Memorial Sloan-Kettering Cancer Center**                              May 2006 to 8/2012

**Client Service Representative/ New hire Trainer**

* Handle Switch board
* Prepare letters for patients
* Prepare patient charts daily
* Maintain new visit documents
* Provide training to new employee’s
* Retrieve Prescriptions from Doctors
* Maintain supplies inventory for all medical and clerical staff
* Schedule patient diagnostic exams, clinic visits, and blood work
* Coordinate Chemotherapy treatments and Medical Doctor visits

**Memorial Sloan-Kettering Cancer Center**                             July 2004 to May, 2006

**HRIC Staffing Assistant II**

* Provide Technical support to employees and Non-employees
* Assist Employee with connect problems by helping them log on correctly, or assigning them new passwords.
* Verify employment history though PeopleSoft
* Hire Employee and Non-Employees into the PeopleSoft system
* Log documents so that questions about the status or location of the documents can be answered.
* Determine when documents need to be forwarded to Compensation, Research Administration, Benefits or other areas for more information or approval
* Assign Non-Employee ID numbers to employee’s outside of the center.
* Proof-reads entries, catching mistakes on Employee Profiles, Employee personal data forms, and Account distribution forms.
* Enter all personal data and job related data for employees and Non-Employees from documents submitted by departments accurately and completely, so that during audit processes no more than 5 errors per week are found.
* Determine vacations and sick leave pay outs for employees, Calculate the pay out accurately, and prepares a form for payroll in time for the next paycheck
* Analyzes leave accrual problems and creating adjustments for payroll

**Memorial Sloan-Kettering Cancer Center**                      9/2002 to 7/2004

**Acting Coordinator /Assistants Coordinator**

* Assigned daily duties
* Generated and distribute the benefits and orientation report
* Verified all data through quality control and proof reading
* Enter applicant referral program and employee referral information
* Greet and direct applicants
* Prepare testing for new hire
* Distribute forms to be completed before interview
* Prepare security listing
* Process yearly performance appraisal
* Answered and Direct employment questions
* Liaison to employment coordinators and employees’ specialist
* Verified all data through quality control and proof reading
* Integrate and scanning of new employee documents into the computer networking system

**REFERENCES  Available upon request**