

Jefferson Champagne

Rental & Sales Agent - Space Finder Realty

Saugus, MA

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WORK EXPERIENCE

Rental & Sales Agent

Space Finder Realty -

2017 to Present

Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Conduct seminars and training sessions for sales agents to improve sales techniques.
- Rent or lease properties on behalf of clients.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.

Manager

Champagne Limo Services -

2014 to 2017

- Educated customers with regards to local information, including hotspots and tourist information.
- Properly and regularly cleaned and maintain vehicles for customer satisfaction.
- Became familiar with streets and freeways to be used to transport customer safely and efficiently to pre-determined destination.
- Consulted employer about business partner and aided in the decision to discontinue work with business partner.
- Listened to detailed information from employer for tips on driving and picking up customer to insure customer satisfaction as well as unique and professional driving skills.
- Followed all vehicle laws and regulations to achieve a 100% accident free record.
- Ensured vehicle maintenance by keeping a professional demeanor that reflects the company' standards.

Sales Representative

GOJI Insurance -

2012 to 2014

- Achieved top sales representative among 300+ employees for consecutive months.
- Achieved highest monthly sales record with over \$100,000 in premium sales.
- Worked closely with management to determine better commission packages for employees.
- Advised board members for company direction and purpose.
- Achieved highest rating for customers' quality control successful completion.
- Received and screened telephone calls and communicated with producers and insurance carriers such as; Progressive, Liberty Mutual, DairyLand, Travelers, MetLife, The General.
- Compiled regular and special reports, obtained and selected data from various sources as required and performed designated tasks to assist Underwriters.

Call Center Agent

Avenue 100 Media Solutions -

2010 to 2012

- Achieved employee of the month.
- Advised various student populations serving regional and national applicants.
- Provided customers with educational opportunities and school information.
- Data entry and maintenance of potential customers and schools.
- Obtained and evaluated relevant information to handle all inquiries.
- Recommended services and school options to meet prospect students' needs.
- Maintained student files for admissions representatives and financial aid staff.

Admissions Representative

Lincoln Technical Institute -

2009 to 2010

- Assisted students with their appropriate documentation.
- Admission staff relied on me for the updated student file.
- Coordinated various department sponsored events
- Initiated communication via telephone calls, emails and letters on application status

Loan Officer Assistant

Lehi Mortgage Services -

2006 to 2009

- Interviewed applicants, evaluated and authorized approval of customer applications for lines of credit, commercial loans, and real estate loans.
- Analyzed property evaluation and determined feasibility grant and submitted application to the credit analyst department for verification and recommendation.
- Approved loan within specified limits/referred loans to loan administration and committee for approval.

Accounts Counselor & Admissions Counselor

Lesley University -

2000 to 2006

- Greeted students, faculty, and staff members at the front desk.
- Managed departmental calendars and schedules, answered incoming calls, coordinated meetings, and planned calendar events for the department
- Planned special events, designed promotional materials, and coordinated support for course students and instructors.
- Produced, drafted reports, documents and other materials, including proofreading and editing.
- Designed layout and graphics for departmental publications and presentations.
- Coordinated departmental budgets and monitored students' accounts.
- Gathered data, conducted research and drafted departmental reports as needed.
- Maintained confidentiality with sensitive university information in respect to the right to privacy guidelines.

EDUCATION

Certificate in Advanced Manufacturing

North Shore Community College - Danvers, MA

2016

Certificate in Network

Lincoln Technical Institute - Somerville, MA

2010

Human Services

Lesley University - Cambridge, MA

2006