

# Rami Shoula

Real Estate Coordinator

## Profile

Dedicated and experienced Real Estate Coordinator with over five years of experience working in fast paced office environments. Highly organized and capable of overseeing multiple projects at once. Adept in most office technology and billing systems. Experienced in managing Real Estate Company databases, handling accounts, and working closely with landlords, tenants, and clients. Motivated, innovative, and ready to join and support your real estate team.

## Employment History

### Listing Manager at Karen Holt Real Estate, Avon

May 2013 — August 2019

- Oversaw buyer and seller relationship from initial contact to purchase agreement.
- Prepared all necessary listing materials for agent and client review.
- Provided ongoing communication to sellers regarding marketing efforts and results of showings.
- Collect and input proper information into client database and transaction management systems.

### Real Estate Coordinator at Florence Realtors, Stamford

September 2011 — April 2013

- Oversaw buyer and seller relationship and transactions from purchase agreement to closing.
- Scheduled inspections, and offered assistance regarding the scheduling of repairs on a property.
- Worked to maintain excellent communication between clients, agents, title officer, and lender.
- Submitted all documentation to office broker for file compliance.
- Handled all aspects of closing, including scheduling, coordinating, and being present.

## Education

### Certified Real Estate Brokerage Manager, Real Estate Business Institute, Chicago

January 2013

### Bachelor of Communications, University of Connecticut, Storrs

August 2009 — May 2013

- Graduated magna cum laude.

## Awards

### Real Estate Management Excellence Award, Connecticut

December 2013 — December 2013

## Details

[romioshoula@gmail.com](mailto:romioshoula@gmail.com)

## Skills

Interpersonal

Communication Skills

Project Management Skills

Knowledge of Real Estate Software

Office Billing Systems

Strong Organizational Skills

- Awarded for excellence in the field of Real Estate Management.

## 📌 References

**John Maclan from Florence Realtors**

[jmac@frealtors.com](mailto:jmac@frealtors.com) · 206-786-9921

**Karen Holt from Karen Holt Real Estate**

[kholt@hre.com](mailto:kholt@hre.com) · 206-744-3218