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| Rami Shoula  Real Estate Agent | |
| |  |  | | --- | --- | |  | Profile Passionate and dynamic Real Estate Agent committed to helping clients achieve all of their real estate goals. Adept in providing thoughtful guidance and assistance through every phase of the real estate process. |  |  |  | | --- | --- | |  | Employment HistoryReal Estate Agent at Eleanor Lane Agency , White Plains July 2017 — July 2021   * Developed and fostered strong relationships with clients by working to provide the best real estate experience possible. * Effectively utilized web-based tools to manage a database of customers and prospects. * Scheduled and managed appointments to show homes, and arranged meetings between buyers and sellers. * Advised buyers during home-visits and inspections. * Advocated for clients during sales negotiations. * Communicated with all involved parties in a timely and professional manner.  Real Estate Assistant at Hathaway Properties, New Rochelle October 2012 — June 2017   * Handled a variety of administrative and clerical duties in a fast-paced Real Estate office. * Assisted Realtors and Brokers with the distribution of materials and handled various office transactions. * Planned travel arrangements, open houses, and meetings between buyers and sellers. * Coordinated marketing initiatives that supported the growth of the company. |  |  |  | | --- | --- | |  | EducationAssociate of Arts in Communications, SUNY Westchester Community College, Valhalla September 2010 — May 2012 High School Diploma, Harrison High School, Harrison September 2006 — May 2010 |  |  |  | | --- | --- | |  | ReferencesBarbara Faulkner from Hathaway Properties [faulkner\_barb@hathawaypro.org](mailto:faulkner_barb@hathawaypro.org) · 914-324-4399 Ed Sulley from Eleanor Lane Agency [sulley\_ed@eleanorlane.com](mailto:sulley_ed@eleanorlane.com) · 914-546-8787 Michael Romero from Westchester Real Estate Council [romero.michael@wrc.com](mailto:romero.michael@wrc.com) · 914-544-7421 |  |  |  | | --- | --- | |  | CertificationsReal Estate Certificate July 2013 Seller Representative Specialist April 2017 | | DetailsSkills  |  |  | | --- | --- | | Knowledge of the Industry | | |  |  |  |  |  | | --- | --- | | Patience and Integrity | | |  |  |  |  |  | | --- | --- | | Negotiation Skills | | |  |  |  |  |  | | --- | --- | | Office Technology | | |  |  |  |  |  | | --- | --- | | Real Estate Software | | |  |  |  |  |  | | --- | --- | | Effective Communication Skills | | |  |  |  Languages  |  |  | | --- | --- | | Spanish | | |  |  |  |  |  | | --- | --- | | English | | |  |  | |