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| 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 and working closely with landlords, tenants, and clients. Motivated, innovative, and ready to join and support your real estate team. |  |  |  | | --- | --- | |  | Employment HistoryListing 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. |  |  |  | | --- | --- | |  | EducationCertified 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. |  |  |  | | --- | --- | |  | AwardsReal Estate Management Excellence Award, Connecticut December 2013 — December 2013   * Awarded for excellence in the field of Real Estate Management. |  |  |  | | --- | --- | |  | ReferencesJohn 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 | | DetailsSkills  |  |  | | --- | --- | | Interpersonal Communication Skills | | |  |  |  |  |  | | --- | --- | | Project Management Skills | | |  |  |  |  |  | | --- | --- | | Knowledge of Real Estate Software | | |  |  |  |  |  | | --- | --- | | Office Billing Systems | | |  |  |  |  |  | | --- | --- | | Strong Organizational Skills | | |  |  | |