

Real Estate Agent

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SUMMARY

Licensed real estate agent with six years serving residential buyers and sellers, closing strong annual transaction volume while maintaining a list-to-sale ratio above market average and a referral-driven pipeline built on repeat clients.

EXPERIENCE

Real Estate Agent, Cornerstone Realty Group

2021 – Present

City, ST

- Closed \$18.2M in residential transaction volume across 41 sides in the most recent calendar year.
- Represented 26 listings with an average of 19 days on market against a local average of 34.
- Held a 98.4% list-to-sale price ratio by pricing with comparative market analysis and staging guidance.
- Converted 32% of buyer consultations into signed representation agreements through a structured needs review.
- Generated 60% of new business from past-client referrals by running a quarterly database touch plan.
- Negotiated 14 multiple-offer situations to ratified contracts that protected seller net proceeds.
- Managed every transaction in a CRM and the MLS with zero compliance deadlines missed at closing.

Real Estate Salesperson, Hometown Property Advisors

2018 – 2021

City, ST

- Closed 28 transactions in the final year totaling \$9.6M in volume as a solo-producing agent.
- Built a buyer pipeline of 45 active prospects through open houses and online lead follow-up.
- Hosted 90 open houses over three years that produced 22 of the team's signed buyer clients.
- Coordinated inspections, appraisals, and lender milestones so 96% of contracts closed on the original date.
- Created listing marketing including photography, single-property sites, and social campaigns for 30 homes.
- Earned a rookie production award by ranking second among first-year agents in the brokerage.

EDUCATION

Bachelor of Business Administration

2014 – 2018

State University — City, ST

CERTIFICATIONS & LICENSES

State Real Estate Salesperson License · Realtor (NAR member)

SKILLS

Transaction volume production · Comparative market analysis · Listing presentations · Buyer representation · Contract negotiation · MLS management · Real estate CRM · Lead generation · Days-on-market reduction · Transaction coordination · Listing marketing · Client relationship management