

Your Name

City, ST | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Results-driven real estate agent with over eight years of experience in the Miami market. Recognized for sales excellence, ranking in the top 10% company-wide. Combines strategic negotiation skills with deep market knowledge for a seamless client experience. Delivers tailored solutions to clients that maximize satisfaction and return on investment.

Education

- Florida Pre-Licensing Real Estate Courses | THE CE SHOP, Online | January 2015
- Bachelor of Arts (B.A.) in Business Administration | MIAMI DADE COLLEGE, Miami, FL | June 2014

Certifications

- Licensed Real Estate Agent | State of Florida | August 2016

Affiliations

- Member | National Association of Realtors (NAR) | June 2017
- Member | Miami REALTORS | April 2017

Key Skills

- Client relationship management
- Digital marketing
- Market analysis
- Negotiation
- Sales performance
- Transaction coordination

Professional Experience

REAL ESTATE AGENT | COLDWELL BANKER, MIAMI, FL | MAY 2020 - PRESENT

- Cultivate and maintain strong relationships with over 100 clients, advising them on current market trends and pricing strategies
- Maintain an average client satisfaction score of 95% and a repeat business rate of 25%
- Negotiate terms between sellers, buyers, and other agents, acting as a neutral third party to reach a mutually beneficial outcome
- Expand digital offerings to provide virtual open houses and individual video tours during COVID-19 pandemic
- Close on an average of 10 transactions per year, earning up to \$3 million in annual sales
- Coordinate with home inspectors, appraisers, and contractors to ensure smooth transactions

REAL ESTATE AGENT | REDFIN, MIAMI, FL | MARCH 2016 - APRIL 2020

- Leveraged internal technology and tools to manage customer introductions and convert 43% of leads
- Conducted market analysis to accurately price homes within 2% of market value
- Participated in ongoing company conferences and sales workshops to stay ahead of industry trends and refine negotiation strategies
- Earned a spot in the President's Club in 2018, achieving top 10% sales performance
- Collaborated with web team to ensure listings were optimized and presented well on Redfin.com to increase engagement and conversions by 32%