



EMILY CARTER

Real Estate Administrative Assistant

Charlotte, NC 28202 | (123) 456-7890 | youremail@example.com | LinkedIn | Portfolio

PROFILE

Proactive real estate administrative assistant with four years of experience supporting agents and brokers in fast-paced environments. Skilled in preparing property listings, managing client communications, and organizing open houses. Adept at ensuring smooth transactions from listing to closing.

KEY SKILLS

- Client relationship management
- Document preparation
- Marketing coordination
- MLS management
- Transaction tracking

PROFESSIONAL EXPERIENCE

Real Estate Administrative Assistant

Skyline Realty Group, Charlotte, NC | April 2019 - Present

- Managed 50+ active listings on MLS platforms, ensuring accuracy and timely updates
- Prepared marketing materials for open houses, increasing attendance by 30%
- Coordinate transaction documents between buyers, sellers, and agents, ensuring seamless closings
- Acted as the main point of contact for client inquiries, achieving a 95% satisfaction rate

Office Assistant

Greenfield Real Estate, Charlotte, NC | January 2017 - March 2019

- Scheduled property showings and open houses for a team of five agents
- Organized and maintained client files to comply with state real estate regulations
- Created digital brochures and flyers to promote new listings

EDUCATION

Associate of Science (A.S.) in Business Administration

Central Piedmont Community College, Charlotte, NC | June 2016

CERTIFICATIONS

- Certified Real Estate Administrative Assistant, National Real Estate Professionals, May 2020