David Gagnon

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**Objective**

To obtain the position as Real Estate Administrative Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

**Summary of Skills**

* Familiar with all office equipment’s.
* Ability to coordinate and effectively handle multiple tasks efficiently.
* Good verbal and communication skills to assist clients, vendors and agents in a professional manner.
* Ability to handle highly sensitive information in a strictly confidential manner
* Skilled at answering phones, mailing, binding, power point presentations, filing, faxing, ordering supplies, and emailing.

**Work Experience**

Real Estate Administrative Assistant

Randstad, Wayne, NJ

August 2005 to till date

* Served as first point of contact in handling agent inquiries; and maintained all filing systems; and ensured prioritizing client care.
* Managed to cover front desk in time of need.
* Ensured to deal with confidential information carefully.
* Maintained and distributed agents and vendors contact lists.

Real Estate Administrative Assistant

Ambiance Realty, Wayne, NJ

May 2000 to July 2005

* Administered to market listings and the company in websites, email campaigns and newspapers.
* Managed to keep weekly contact with the realtors.
* Developed & implemented systems for the agents who have buyers and sellers transactions to supply on time.
* Provided the office, the title company and the clients with all the necessary documents and data.
* Followed and managed each office transaction from start to closing.

**Education**

Associate Degree in Administrative Office Management

Northeastern University, Boston, MA