

David Gagnon
2027 E Dust Devil Drive Wayne, NJ, 07470
(222)-123-4567 | d.gagnon@emailaddress.com

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