



ANDREW GREGORY

Real Estate Assistant

CONTACT

✉ hello@resumesbot.com

☎ (271) 782 2893

🌐 www.resumesbot.com

🏠 543 Main Street,
San Francisco, CA 94122

EDUCATION

BACHELOR OF ARTS: INTERIOR DESIGN

2005

Stanford University

SOFT SKILLS

- Adaptability
- Problem solving
- Conflict resolution
- Effective communication
- Flexibility
- Listening
- Time management
- Work ethic

SOCIAL

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SUMMARY

Highly-motivated Real Estate Administrative Assistant with experience in industrial and commercial real estate. Advanced in different software packages used for graphics presentations spreadsheets and contact management. Possess a strong work ethic industry experience and the ability to multitask would be a productive team member.

HARD SKILLS

- Adapt to new technologies
- Ability to stay updated on industry trends
- Networking
- Organizational skills including the ability to prioritize workload to meet deadlines

EXPERIENCE

REAL ESTATE ASSISTANT

Customers First Title Company | Feb 2013 - Dec 2014

- Managed all Real Estate programs, systems, and administrative duties
- Conducted research, assembled data, completed reports, and maintained databases
- Maintained, scheduled, and coordinated calendars, meetings, and travel arrangements
- Developed and recommended new processes to increase productivity, including technical support
- Developed effective working relationships with team members and all internal/external partners

REAL ESTATE ASSISTANT

Nitti & Nitti | Feb 2013 - Dec 2014

- Processed invoices and expenses by ensuring proper documentation and accuracy of documents
- Day to day management of buyer & seller transactions from contract to closing
- Managed website, blog sites and social media
- Compiled and distribute weekly/monthly reports to clients
- Worked with all preferred vendors, including professional photographers, contractors, etc.
- Managed back end client relationship management systems by creating genuine opportunities to strengthen the value provided to ensure a high referral opportunity
- Managed the contract process on the buy/sell side by managing important dates/deadlines; executed standard tasks once a property is pending