

Aaliyah Thompson

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SUMMARY

Motivated and detail-oriented recent graduate with a Bachelor's degree in Business Administration. Strong interpersonal skills with a passion for real estate, seeking to leverage my knowledge and skills in an entry-level real estate agent position to help clients find their ideal properties.

EXPERIENCE

Real Estate Intern

Jun 2022 - Aug 2023

XYZ Realty Group, Dallas, TX

- Assisted in closing 10 transactions, contributing to a 15% increase in sales for the summer quarter.
- Conducted market research that identified new property trends, resulting in a 20% increase in client inquiries.
- Utilized CRM software to manage client relationships and streamline communications, improving response time by 30%.

Sales Associate

Jan 2020 - May 2022

ABC Home Furnishings, Dallas, TX

- Achieved a sales target of \$250,000 in the first year, earning recognition as 'Top Sales Associate'.
- Developed strong customer relationships, leading to a 40% increase in repeat business.
- Utilized point-of-sale systems to manage transactions efficiently and maintain inventory accuracy.

Customer Service Representative

May 2018 - Dec 2019

123 Realty Services, Dallas, TX

- Managed customer inquiries and complaints, achieving a 95% satisfaction rating.
- Assisted in organizing client events which increased community engagement by 25%.
- Trained new staff on customer service protocols, enhancing team performance.

EDUCATION

Bachelor of Science in Business Administration

May 2022

University of Texas at Dallas, Richardson, TX • GPA: 3.7

SKILLS

Technical Skills: Real Estate Market Analysis, Negotiation, Client Relationship Management, Property Valuation

Tools & Frameworks: Salesforce, Zillow, Microsoft Office Suite