

Aisha Patel

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SUMMARY

Motivated and detail-oriented recent graduate with a strong foundation in real estate principles and a passion for helping clients find their dream homes. Proven track record of leveraging market research and client relationships to drive successful outcomes in property transactions.

EXPERIENCE

Real Estate Intern

Jan 2022 - Present

Smith & Associates Realty, Denver, CO

- Assisted in closing sales transactions worth over \$1 million by conducting market analysis and preparing client presentations.
- Developed and maintained a client database that improved follow-up efficiency by 30%.
- Coordinated open houses and property showings, leading to a 25% increase in client engagement.

Sales Assistant

Jun 2021 - Dec 2021

XYZ Property Group, Denver, CO

- Supported sales team in managing listings and client inquiries, resulting in a 15% increase in lead conversions.
- Managed digital marketing campaigns that increased online property views by 40%.
- Provided administrative support, streamlining office processes and saving the team 10 hours weekly.

Customer Service Representative

May 2019 - May 2021

HomeGoods, Denver, CO

- Enhanced customer satisfaction ratings by 20% through personalized service and effective problem-solving.
- Trained new staff on customer engagement strategies, improving team productivity.

EDUCATION

Bachelor of Science in Business Administration

May 2021

University of Colorado Denver, Denver, CO • GPA: 3.7

SKILLS

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

Tools & Frameworks: MLS Software, CRM Systems, Microsoft Office Suite, Social Media Marketing