

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Real Estate Agent Internship - Company / Location

MONTH YEAR - Present

- Providing assistance to real estate agents while learning from them by participating in meetings and talking with agents.
- Helping them remain organized and discussing current clients to offer different viewpoints.
- Going through paperwork and learning about different closing documents to see what real estate agents can expect.
- Visiting clients on-location to show them properties while working with a mentor, learning how to interact with clients, and assisting them.
- Having access to a real estate agent housing portal to see the different properties available while keeping an eye on the industry.

McDonald's Crew Member - Company / Location

MONTH YEAR – MONTH YEAR

- Experience listening to leaders, following directions, and communicating with the team to help everyone succeed.
- Interacting with customers in a professional manner, focused on meeting their needs and addressing conflicts.
- Staying organized while providing each customer with the food they ordered and fixing any mistakes that may occur.
- Showing up to work on time and immediately clocking in, focusing on what must be done before starting.
- Keeping myself busy and always doing something productive, such as cleaning the lobby during downtime.

Project Experience

- Participating in [real estate development](#) regarding the planning and building process.
- Joining a project involving house construction and building a place for someone to live.
- Assisting people with their taxes and reviewing their finances to prepare them for the upcoming tax season.

Education

Business Administration and Real Estate- [University of Nevada](#)

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

GED - Western High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Reviewing the current housing market
- Communicating with others
- Strong math and tax skills
- Experience working with housing market software
- Knowledge of Nevada real estate laws

Licenses & Accreditations

Licenses & Accreditations

- Real estate license for the state of Nevada
- Completed a Nevada [real estate agent program](#)