

Cindy Plumadore

Real Estate Assistant

Profile

Dedicated Real Estate Assistant with 1 year of experience in providing exceptional administrative support to real estate agents, managing property listings, and coordinating property showings. Proficient in utilizing industry software, maintaining accurate records, and fostering strong client relationships. Demonstrates excellent communication and organizational skills, contributing to the smooth and efficient functioning of the real estate office.

Employment History

Real Estate Assistant at Hawaii Life Real Estate Brokers, HI

Feb 2023 - Present

- Successfully managed the sale of over 50 properties in a single year, resulting in over \$30 million in sales revenue for Hawaii Life Real Estate Brokers.
- Coordinated and executed over 100 successful open house events, leading to an increased property viewing rate by 40% and contributing to a 25% increase in closed deals.
- Implemented a new client relationship management system, streamlining communication and follow-up processes, which led to a 35% increase in client satisfaction rates and a 20% increase in referral business.

Junior Real Estate Assistant at Locations LLC, HI

Sep 2022 - Dec 2022

- Successfully coordinated and executed 15 property closings within a 6-month period, resulting in over \$10 million in sales for Locations LLC, HI.
- Streamlined the client communication process by implementing a new CRM system, leading to a 30% increase in client satisfaction and a 20% reduction in response time.
- Assisted in the negotiation and acquisition of three major commercial real estate properties worth over \$15 million, expanding the company's portfolio and generating significant revenue growth.

Certificates

National Association of Realtors (NAR) - Real Estate Administrative Assistant Certification

Nov 2021

Accredited Buyer's Representative (ABR®) Designation

Jan 2020

✉ cindy.plumadore@gmail.com

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📍 123 Aloha Street, Honolulu, HI 96815

Education

Associate of Applied Science in Real Estate at Honolulu Community College, Honolulu, HI

Aug 2018 - May 2022

Relevant Coursework: Real Estate Principles and Practices, Real Estate Law, Property Management, Real Estate Finance, Real Estate Appraisal, Real Estate Marketing, and Escrow and Title Procedures.

Links

[linkedin.com/in/cindyplumadore](https://www.linkedin.com/in/cindyplumadore)

Skills

MLS Navigation

DocuSign Expertise

CRM Management

Canva Designing

Social Media Marketing

Zillow Proficiency

QuickBooks Accounting

Languages

English

Italian