

JANE WILSON

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SUMMARY

Licensed real estate agent with twelve years experience in the Southern California housing market; four years experience as a fast food restaurant owner / operator; thirteen years experience as an accountant; and three years experience as a loan closer seeks sales associate or management position in the real estate industry

PROFESSIONAL EXPERIENCE

New Home Sales Assistant, NAME OF COMPANY, City, ST **04/05 to Present**

- Greet customers, show model homes, demonstrate features and benefits, and help convert prospects to sales for major home builders such as California Pacific, John Laing Homes, William Lyon Homes, Inc., Standard Pacific, Fieldstone, and Lennar
- Make follow-up calls, prepare contracts and correspondence, update marketing materials, and perform competitive product evaluations
- Provide customer feedback to sales staff and assist as necessary

Realtor, NAME OF REALTY COMPANY, City, ST **03/93 to 04/05**

- Sold approximately 10 homes per year valued between \$500k and \$800k; also sold commercial buildings and vacant lots from time-to-time
- Found new leads by knocking on doors, mailing hundreds of postcards in targeted neighborhoods, and networking with friends and acquaintances
- Marketed listings throughout XXX County and held open houses on Sundays
- Attended office caravan and XXX caravan every week to stay on top of inventory
- Met Pro-100 Club sales goals each year from 1993 to 2005

Owner / Operator, FAST FOOD FRANCHISE, City, ST **06/97 to 06/01**

- Increased annual sales from \$200k to \$500k in three years
- Hired and trained all new employees and routinely supervised eight subordinates
- Handled everyday administrative duties associated with restaurant management including payroll and inventory control

OTHER EMPLOYMENT

Accountant, NAME OF COMPANY, City, ST **09/91 to 06/94**

Accounting Manager, NAME OF COMPANY, City, ST **03/88 to 05/90**

Accounting Temp, NAME OF COMPANY, City, ST **08/86 to 02/88**

Staff Accountant, NAME OF COMPANY, City, ST **04/81 to 07/86**

Escrow Secretary / Loan Closer, NAME OF BANK, City, ST **07/79 to 04/81**

Loan Closer, NAME OF SAVINGS & LOAN, City, ST **06/78 to 07/79**

EDUCATION

B.S., **Business Administration** (Major -- Accounting) 1981
XXX STATE UNIVERSITY AT ANYTOWN

Continuing Education: SMC Certified New Home Sales Professional Course (06/05)

Computer Skills: Windows XP, Microsoft Office XP, MS Word, MS Excel, Lotus 1-2-3