




# Nathan Foster

A real estate executive assistant with eight years of experience supporting brokers, agents, and property management executives. A proven track record of coordinating transactions, managing property listings, and ensuring seamless communication between clients, realtors, and legal teams. Adept at handling fast-moving real estate environments with exceptional efficiency.

## CONTACT

 (888) 765-4321

 nathan.foster@email.com

 LinkedIn | Portfolio

 Denver, CO

## EDUCATION

- **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) | UNIVERSITY OF COLORADO, DENVER | MAY 2016**

## KEY SKILLS

- **Transaction coordination and contract management**
- **Property listing management**
- **Client relations and communication**
- **Real estate market research**
- **Scheduling and office administration**

## PROFESSIONAL EXPERIENCE

**REAL ESTATE EXECUTIVE ASSISTANT | SUMMIT REALTY GROUP, DENVER, CO | OCTOBER 2019 - PRESENT**

- Assist real estate executives in managing high-value transactions, preparing contracts, and ensuring compliance with local real estate regulations
- Coordinate listing management, client appointments, and property showings, improving scheduling efficiency by 30%
- Created a digital property database that streamlined client follow-ups and reduced response times by 40%

**ADMINISTRATIVE COORDINATOR | DENVER PROPERTY SOLUTIONS, DENVER, CO | JUNE 2016 - OCTOBER 2019**

- Managed property records, client communications, and transaction documentation for a fast-paced real estate firm
- Assisted in real estate market research, compiling data on housing trends and competitive pricing strategies
- Improved office organization by implementing a cloud-based system for contract and client management