





# Emily Carter

Proactive real estate administrative assistant with four years of experience supporting agents and brokers in fast-paced environments. Skilled in preparing property listings, managing client communications, and organizing open houses. Adept at ensuring smooth transactions from listing to closing.

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn

 Charlotte, NC 28202

## KEY SKILLS

- Client relationship management
- Document preparation
- Marketing coordination
- MLS management
- Transaction tracking

## PROFESSIONAL EXPERIENCE

**Real Estate Administrative Assistant** | Skyline Realty Group, Charlotte, NC | April 2019 – Present

- Managed 50+ active listings on MLS platforms, ensuring accuracy and timely updates
- Prepared marketing materials for open houses, increasing attendance by 30%
- Coordinate transaction documents between buyers, sellers, and agents, ensuring seamless closings
- Acted as the main point of contact for client inquiries, achieving a 95% satisfaction rate

**Office Assistant** | Greenfield Real Estate, Charlotte, NC | January 2017 – March 2019

- Scheduled property showings and open houses for a team of five agents
- Organized and maintained client files to comply with state real estate regulations
- Created digital brochures and flyers to promote new listings

## EDUCATION

**Associate of Science (A.S.) in Business Administration**  
Central Piedmont Community College, Charlotte, NC | June 2016

## CERTIFICATIONS

- Certified Real Estate Administrative Assistant, National Real Estate Professionals, January 2020