

Mark Davis

Real Estate Office Manager

City, ST 12345 | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

Real Estate Office Manager with eight years in brokerage environments. Adept at overseeing transaction coordination, MLS listings, and agent support.

Professional Experience

Office Manager | Elite Realty Group | City, ST

February 2017 – Present

- Managed closing calendars for 200+ transactions annually, ensuring zero late-filed paperwork
- Oversaw MLS data entry and property marketing, driving a 20% increase in lead generation
- Supervised administrative team of four, standardizing listing procedures

Transaction Coordinator | HomeFirst Realty | City, ST

May 2014 – January 2017

- Prepared contracts and disclosures for 150+ closings per year
- Streamlined document templates, reducing drafting time by 35%

Education

B.S. in Business Administration

May 2014

Metro University, City, ST