



JORDAN PAK

Real Estate Agent

CONTACT INFORMATION



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jordan.pak@example.com



Raleigh, NC 12345

EDUCATION

B.S. in Business Administration,
North Carolina State University,
2021

North Carolina Provisional Broker
License (#349821), 2024

Postlicensing courses 301, 302,
303 (in progress)

KEY SKILLS

- Canopy MLS, Triangle MLS
- Buyer consultations and showings
- Open house lead capture
- CMA drafting
- Mailchimp and Canva
- Follow Up Boss CRM
- DocuSign and dotloop
- Social media marketing (Instagram, TikTok)

ABOUT ME

Newly licensed North Carolina real estate broker with a background in retail sales and a strong network across the Triangle. Closed three transactions in first six months and built a 180-contact sphere database. Comfortable with buyer consultations, showings, and digital marketing.

PROFESSIONAL EXPERIENCE

REAL ESTATE BROKER (PROVISIONAL) | PINE RIDGE RESIDENTIAL, RALEIGH, NC
2024 - PRESENT

- Closed 3 buyer-side transactions totaling \$1.27M in first six months under broker-in-charge supervision.
- Hosted 24 open houses across Cary, Apex, and North Raleigh, capturing 90+ visitor sign-ins for the team database.
- Built a sphere-of-influence list of 180 past coworkers, family, and gym contacts; sent monthly market updates via Mailchimp.
- Shadowed senior agents on 11 listing appointments and drafted CMAs for review before each presentation.

SALES LEAD | NORTHGATE OUTFITTERS, DURHAM, NC
2021 - 2024

- Ranked top performer 14 of 30 months by individual sales volume in a store of 22 associates.
- Trained 9 new hires on consultative selling and product knowledge.
- Handled escalations and resolved customer complaints, keeping store NPS above 78.