

# SOPHIA GARCIA

## Real Estate Sales Manager

✉ s.garcia@email.com

☎ (123) 456-7890

📍 Madison, NJ

🌐 [LinkedIn](#)

## WORK EXPERIENCE

### Real Estate Sales Manager

#### Coldwell Banker Realty

📅 2022 - current 📍 Madison, NJ

- Overhauled the team's property listing strategy on Zillow, boosting average property visibility by 18% and gaining faster sales turnover by an average of nine days
- Managed a virtual team of eight using Microsoft Teams, enhancing internal communications and reducing response times by 21%
- Spearheaded a marketing campaign through BoldLeads, generating over 364 new leads and driving \$1.3 million in sales volume in Q3
- Processed over 51 maintenance requests per month using AppFolio, reducing downtime and improving client satisfaction by resolving issues 36 hours faster

### Real Estate Consultant

#### Mack-Cali Realty Corporation

📅 2019 - 2022 📍 Jersey City, NJ

- Oversaw real estate portfolios for high-net-worth clients using PropStream, closing deals worth \$5.4 million in the first half of the year
- Streamlined property management workflows using Trello, increasing team coordination and reducing task completion time by 16%
- Expanded client outreach through tailored email campaigns using Constant Contact, generating 42 direct responses and 11 sales leads within two weeks
- Reviewed and approved complex real estate transactions and documentation using Adobe Acrobat, cutting down processing time by 33%

### Leasing Agent

#### CBRE Group, Inc.

📅 2016 - 2019 📍 East Brunswick, NJ

- Handled over 99 tenant applications per month using AppFolio, dipping vacancy rates by 17% and filling units six days faster on average
- Compiled monthly financial reports through FreshBooks, reducing manual entry errors by 14% and increasing accuracy in lease invoicing
- Led leasing campaigns on Zillow, generating \$671,094 in lease value within three months by targeting high-demand properties
- Systematized pipeline management with REI BlackBook, reducing deal closing time by 12 days on average per transaction

## EDUCATION

High School Diploma

#### Lyndhurst High School

📅 2012 - 2016

📍 Lyndhurst, NJ

## SKILLS

- REI BlackBook
- Zillow
- AppFolio
- Adobe Acrobat
- Constant Contact
- Microsoft Teams
- PropStream
- BoldLeads
- FreshBooks
- Trello