

440-337-4961

tasha-blake@email.com

Cleveland, OH

Tasha Blake

EDUCATION

Bachelor of Arts in Communications, Cleveland State University

2015 - 2019

SKILLS

Real Estate Fundamentals	Expert
Marketing and Sales Strategies	Expert
Negotiation Techniques	Expert
Consumer Behavior	Expert
Interpersonal Communication	Expert

COURSES

Real Estate License (pending), Expected Completion Date: May 2024

Showing Agent

EXPERIENCE

Real Estate Assistant, Morgan Realty Group, Cleveland, OH

2021 - Now

- Coordinate property showings and open houses, ensuring properties were presented in their best light.
- Communicate with clients to understand their needs and preferences, scheduling appointments accordingly.
- Conduct property research and provide detailed information to clients about listings.
- Assist agents with administrative tasks such as preparing documents, scheduling appointments, and managing client databases.
- Collaborate with team members to ensure smooth communication and coordination of showings.

Customer Service Representative, Maple Mart, Cleveland, OH

2017 - 2021

- Interacted with customers in-person, over the phone, and via email to address inquiries, resolve issues, and provide information about products and services.
- Processed orders, returns, and exchanges accurately and efficiently, maintaining a high level of customer satisfaction.
- Collaborated with team members to ensure a positive and seamless customer experience.
- Handled cash transactions and maintained an organized and tidy work area.