

Li Lan (Jane) Huang

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WORK EXPERIENCES

Dalton Wade Real Estate Group (Real Estate Sales Associate) – St. Petersburg, Florida Jan 2020 – Present

- Assisted buyers, sellers, and investors through the full real estate transaction process, from property search to closing
- Conducted property showings, open houses, and client consultations to identify needs and preferences
- Prepared and presented Comparative Market Analyses (CMA) to help clients determine fair market values
- Negotiated offers and counter offers on behalf of clients, ensuring favorable terms and conditions
- Leveraged MLS and digital marketing tools to promote property listings and attract qualified buyers

Keller Williams Realty Suburban Tampa (Real Estate Sales Associate) – Valrico, Florida Aug 2016 – Dec 2019

- Recognized as a Keller Williams Luxury International Member by achieving sales volume within top 20% of agents in the market center (2017)
- Guided clients nationwide in acquiring and managing short-term rental vacation homes in the Orlando metropolitan area, delivering exceptional client service while ensuring strong return on investment (ROI)
- Supported out-of-state and local buyers through the full process of purchasing vacation rental properties, providing market expertise, personalized service, and strategies to maximize rental income potential
- Represented buyers and sellers in residential property transactions, guiding clients through each stage from consultation to closing
- Marketed listings using MLS, Zillow, and Keller Williams' marketing tools to maximize exposure
- Coordinated with lenders, inspectors, appraisers, and title companies to ensure smooth transaction processes
- Utilized Keller Williams' training, coaching, and technology systems to generate leads and grow business
- Negotiated purchase agreements and contract terms to secure favorable outcomes for clients
- Prepared and delivered Comparative Market Analyses (CMA) to support accurate pricing strategies

Garden English Learning Center (Owner/Supervisor/Instructor) – Taipei, Taiwan Sep 1997 – Feb 2015

- Founded and managed a private English learning center, overseeing daily operations, budgeting, and long-term business strategy
- Designed and delivered customized English curriculum for students of varying ages and proficiency levels
- Supervised and trained teaching staff, ensuring high-quality instruction and student engagement
- Cultivated a positive, supportive learning environment that improved student performance and retention rates
- Navigated cross-cultural communication effectively, teaching English to non-native speakers with patience and clarity
- Managed client relations with parents and students, addressing individual learning needs and progress
- Implemented effective teaching methodologies, incorporating interactive activities and modern learning technologies
- Oversaw marketing and student recruitment, growing enrollment through community outreach and digital marketing
- Applied strong leadership and organizational skills to balance administrative duties with teaching responsibilities
- Maintained accurate student records, progress reports, and scheduling for efficient center operations

EDUCATION

Chihlee University of Technology – New Taipei City, Taiwan

Sep 1990 – May 1995

Associate Degree Program in Secretarial Science (Five-year Junior College Program)

Skills

Technical Skills: Microsoft Office Suite | Multiple Listing Service (MLS) platforms | Comparative Market Analysis (CMA) | Digital marketing tools (Facebook Ads Manager, Google Ads, Canva) | Real Estate Transactions Management Software | Lead generation platforms (Zillow, Premier Agent, Realtor.com) | Google Workspace | Zoom | Social media marketing (Instagram, LinkedIn, YouTube, TikTok, Facebook) | Data analysis for market trends & pricing strategies | Electronic signatures & paperless transaction systems | Email marketing software

Soft Skills: Communication & Public Speaking | Organization | Time Management | Conflict Resolution | Problem-Solving | Negotiation | Networking | Resilience & Stress Management | Detail Oriented | Client Relationship Building | Persuasion | Salesmanship | Patience & Empathy

Languages

English: Full Professional Proficiency

Mandarin Chinese: Full Professional /Native Proficiency

Licenses & Certifications

License: Real Estate Sales Associate License (State of Florida)

Certifications: Resort and Second-Home Property Specialist (RSPS) Certification | Real Estate Negotiation Expert Certification | Muscat Bay-Sultanate of Oman authorized real estate partner certification | Oxford Teacher Training Certification