



KARLEAGH SIMONTON

CONTACT

- ✉ Karleaghsimonton@gmail.com
- ☎ 334-414-7687
- 📍 Wetumpka, Alabama

SKILLS

- Detail-oriented, adaptable, self motivated
- Honest, competent, creative & driven.
- Expert in Microsoft office (Word, Exel, and PowerPoint) MS access and MS outlook
- Paid Ads (Facebook, Google, LinkedIn, Instagram)
- Skilled in office organization, drafting contracts, and sales presentations.
- Dedicated, loyal and dependable; strive to exceed expectations with service that is second-to-none

REFERENCE

Latasha Matthews

+1 (334) 339-0282

EDUCATION BACKGROUND

Realtor®

Career Academy of Real Estate

- Real Estate license

High School Diploma

New Hope Academy

PROFESSIONAL EXPERIENCE

Realtor

| December 2019- present

- Prepare documents such as representation contracts, purchase agreements, closing statements, leases, and deeds
- Accompany buyers during inspections of property, advising them on the suitability and value of the homes based on current market conditions
- Negotiate prices and Inspection repairs

Assistant Manager

Foshee Residential Management | Apr 2019-Jul 2020

- Prepared the weekly collection, and variance/budget reports for the Regional Manager.
- Handled the residents questions, complaints, and concerns to take the necessary steps to resolve the situations.
- Scan and post rent, updated reports and employee scheduling
- Maintained units to ensure market-readiness; coordinated maintenance teams including janitorial and engineering staff, to maintain property appearances and functions.



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SKILLS

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Leasing Agent

Foshee Residential Management | Jan 2017-2019

- Advertise vacant units and website of apartment community.
 - Greet, interview, and screen prospective tenants, and perform background checks.
- Arrange for apartment tours for prospects.
 - Discuss with renters about the changes they prefer in unit.
- Attend and solve tenant complaints.
- Onsite

Clerical Aide

State of Alabama | Sept 2016- Jan 2017

- Handled all Certification promotions.
- Professional office procedures.
- MS office
- Communication skills.
- Record management.
- Front desk receptionist.

Summary of Qualifications

- Organized scheduler well-versed in all aspects of administrative support.
- Highly efficient and accurate with strong planning, problem-solving and communication skills
 - Positive and upbeat with strong relationship-building abilities.
 - Possesses exceptional organizational skills and the ability to manage multiple tasks simultaneously while maintaining a keen focus on quality and precision.