

Carolyn Lewis

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SUMMARY

Experienced and dedicated professional with a background spanning elementary education and residential real estate. Brings strong communication, organization, relationship-building, negotiation, and problem-solving skills developed through years of working with students, families, colleagues, administrators, and real estate clients. Known for professionalism, attention to detail, confidentiality, and the ability to manage multiple responsibilities while providing exceptional service.

EDUCATION

The University of Alabama

Bachelor of Science in Elementary Education

1993

EXPERIENCE

REALTOR®

May 2020–Present

Dalton Wade Inc.

- Represent buyers and sellers throughout residential real estate transactions.
- Develop and maintain strong client relationships through responsive and professional communication.
- Prepare and review contracts and transaction documents with careful attention to detail.
- Negotiate terms and facilitate successful transactions on behalf of clients.
- Utilize MLS and real estate technology to market properties, research comparable properties, and support clients in making informed decisions.
- Maintain accurate and confidential client and transaction records.
- Coordinate with clients, lenders, title companies, inspectors, and other professionals to help ensure smooth transactions.

REALTOR®

October 2018–May 2020

Align Right Realty

- Provided professional real estate services to buyers and sellers.
- Assisted clients with property searches, pricing, negotiations, contracts, and transaction coordination.
- Utilized MLS and real estate technology to research and market properties.
- Built client relationships through effective communication and dependable customer service.
- Managed multiple transactions and deadlines while maintaining accuracy and professionalism.

ELEMENTARY EDUCATOR

August 2012–May 2018

Hillsborough County Public Schools

- Provided instruction and support to elementary students across multiple grade levels.
- Developed and implemented engaging lesson plans aligned with educational standards.
- Communicated effectively with parents, students, colleagues, and school administrators.
- Utilized Canvas and other educational technology to support instruction and student learning.
- Maintained accurate student records and documentation while protecting confidential information.
- Collaborated with colleagues and administrators to address student needs and support academic success.
- Demonstrated strong organization, classroom management, problem-solving, and time-management skills.

TECHNICAL SKILLS

Residential Real Estate

Contract Preparation & Review

Contract Negotiation
Client Relations & Customer Service
MLS
Dotloop
Transaction Coordination
Property Marketing
Communication & Relationship Building
Organization & Time Management
Confidential Records Management
Problem Solving
Collaboration & Teamwork
Educational Technology
Canvas

CERTIFICATIONS

Florida Real Estate License — September 2018
ABR® — Accredited Buyer's Representative
SRS — Seller Representative Specialist
RENE — Real Estate Negotiation Expert

PROFESSIONAL MEMBERSHIPS

National Association of REALTORS® Suncoast Tampa Association of REALTORS® Alpha Kappa Alpha Sorority, Incorporated

PROFESSIONAL STRENGTHS

Exceptional interpersonal and communication skills Strong attention to detail Professional and dependable Effective negotiator Highly organized and deadline-oriented Skilled at building lasting professional relationships Experienced in handling confidential information Adaptable and comfortable managing multiple priorities