

COURTNEY BORDEAUX

REAL ESTATE



CONTACT DETAILS:

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109 Club Lane,
Conway, AR 72034

EDUCATION:

Little Rock School of Dental Assisting
Registered Dental Assistant | July 2019

University of Central Arkansas
**Bachelor of Science in Family &
Consumer Science | May 2018**

SKILLS & ABILITIES

- Flexible Schedule/Time Management
- Critical Thinking
- Leadership
- Written & Verbal Communication
- Interpersonal Communication
- Negotiation
- Teamwork
- Microsoft Excel & Word
- Effective Marketing Techniques
- Customer Service
- Closing Procedures
- Active Listening
- Dependability

WORK EXPERIENCE

Realtor

RE/MAX ELITE , JULY 2020 TO PRESENT

- Work on a team with four other Realtors, two being the top producers for the 2019 year
- Set and manage appointments to show homes to prospective clients
- Deal with lenders, home inspectors, pest control operators, escrow companies, & the like to ensure that all terms and conditions of purchase agreement were met before closing
- Experience with legal matters related to the real estate sales process
- Generate lists of properties compatible with buyer requests and needs
- Coordinate property closings and oversaw closing procedures

Realtor

COLDWELL BANKER RPM GROUP-CONWAY, DECEMBER 2017-JULY 2020

- Worked alongside the top two producers for the 2018 year
- Schedule appointments to show homes to prospective clients
- Compared recent property sales to current holdings to ensure competitive market price

Residential Coordinator

COLDWELL BANKER RPM GROUP-CONWAY, JULY 2016-DECEMBER 2017

- Client Management: Greeting, relationship development, trouble shooting, directing to proper resources, etc
- Keeping state and company database accurately updated
- Update and manage company records daily, using excel and word
- Assist 30 members of this firm
- Perform duties as social media manager

Receptionist

PAM MCDOWELL PROPERTIES, JULY 2015-JULY 2016

- Responsible for reporting and payment of internal ledgers
- Client Management: Greeting, relationship development, trouble shooting, directing to proper resources, etc.
- Entering in new listing into state and company databases
- Keep Facebook, Instagram, and website updated and seasonally relevant

VOLUNTEER EXPERIENCE

Habitat for Humanity

MAY 2016-MAY 2017

Improving homes such as; assisting with interior demolition, framing, porch building, installing windows, insulating, tiling, sheet rocking, painting, siding, landscaping, site clean-up or anything else that helps get the house built and ready for occupancy. This helps the single parents in my community.

Summer Cereal Drive

APRIL 2018-PRESENT

The cereal drive helps children throughout Central and Southeast Arkansas have meals throughout the summer months. I am currently in charge of organizing it for my office. This past year we were a drop off location and had more than 1,000 food items to contribute to the children.

REFERENCES AVAILABLE UPON REQUEST