

## **ShaKoya Harvey**

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### **Objective**

Alabama & Georgia Licensed Sales Person, responsible for the sale and closure of new single family homes & townhomes. Coordinate all aspects of the home buying process to provide an outstanding customer experience

### **Experience**

#### **New Home Sales Counselor**

Venture/Beazer Homes, Alpharetta, GA

June 2016 – Present

- *Sells the company's product in a manner consistent with the company policy*
- Establishes realtor relations through marketing, frequent office visits, phone and e-mail follow-up
- Attends or host events
- Displays a thorough knowledge of the company's product lines, subdivisions, and relative community facilities
- Greets all prospective customers as well as show the model home
- Ensures the home site is well maintained and presentable
- Assist customers with selections of home site, house plan and structural options
- Participates in weekly sales meetings
- Performs other duties as assigned

#### **Real Estate Agent**

Three Sixty Real Estate, Auburn, AL

January 2015 –September 2017

- Provide economic and marketing advice
- Liaising with lenders, home inspectors and pest controllers
- Ensure terms and conditions of agreements are met
- Maintaining and liaising with customers
- Coordinating property closing and overseeing documents signing
- Analyzing market trends to determine competitive market prices

#### **Volunteer Coordinator**

Hospice Advantage, Auburn, AL

July 2013-January 2015

- Recruit volunteers
- Public speaking engagement
- Identify and seek qualified volunteers
- Train volunteers

- Respectively identify patients and family's needs
- Schedule and assign volunteers
- Accurately maintain volunteers report
- Volunteer retention
- Supervise volunteers
- Organize annual foundation fundraiser

**Education**

**Southern Union State Community College**

Opelika, AL

Applied Science- EMS

**Knowledge and Skills**

- Energetic, self-motivated and customer-driven individual who approaches challenges with enthusiasm and a positive attitude
- Strong work ethic as well as results oriented
- Competitive personality, driven by sales potential
- Compassion for others
- Desire to succeed as well as to satisfy customers
- Ability to multi-task in a fast-paced environment
- Professional appearance
- Displays a friendly, enthusiastic and approachable manner
- Well organized and self-directed

*References Available Upon Request*