

Leslie Lee

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Summary

Possess 15+ years of experience in various management positions all which require exceptional customer relation skills and satisfaction. Exemplify the following abilities which meet and/or exceed the qualifications which you are currently seeking: meticulous attention to detail, team management, skilled multi-tasker and exceptional customer service.

Employment History

The Beach Group Properties, LLC, Santa Rosa Beach, Florida

Realtor April 2015 - Present
Marketing and selling residential real estate in the Santa Rosa Beach area.

The Beach Group Properties, LLC, Santa Rosa Beach, Florida

Operations Manager 2007 - 2015
Maintained the daily operations of the office and ensured that all employees represented the company in a consistently professional and courteous manner. Responsible for the successful closings of all sales and listings for the brokers. Maintained liaison relationships between the brokers, sellers, buyers and vendors. Kept all parties apprised. Handled and resolved all customer challenges in a timely and professional manner. Maintained the status of the #1 Real Estate Company on 30A.

Seashore Properties

Administrative Assistant 2002 - 2006
Assisted Project Manager in the sales of pre-construction homes. Supported clients with the new home process from the contract to the final stages of construction of the home. Greeted guests, followed up with any leads, maintained all files and managed and scheduled office assistants.

Disney Vacation Club, Vero Beach, FL

Sr. Sales Executive 1995 - 2001
Sold memberships in the Disney Vacation Club
Successfully sold vacation club memberships and actively marketed to existing members the opportunity to enhance current memberships. Part of the responsibilities of a Vacation Club Sales Executive is to improve guests' stay and to exceed expectations by going above and beyond whenever the opportunity arose. Achieved Sr. Sales Executive after closing \$1,000,000.00 in vacation club memberships.

References Available Upon Request