Renata Valez

Miami, FL · renata.valez@example.com · (305) 555-0123 · linkedin.com/in/example-renata-valez

My Key Qualifications

- Luxury listing-side and high-touch client work across Coldwell Banker, Douglas Elliman, and The Keyes Company, throughout South Florida.
- **26 listing-side transactions closed in 2025** across luxury condo and waterfront segments, driven by CMA-based pricing and staging strategy.
- Listing win rate on high-value seller appointments **raised from 38% to 52%** over 18 months through refined pre-listing packages.
- Referral network of attorneys, wealth advisors, relocation contacts, and past clients generated **14 closed transactions in 2025**.
- **MIAMI MLS, DocuSign, ShowingTime, Salesforce, Dotloop, and Matterport** all used daily across current and recent roles.
- Mentored 6 junior agents on prospecting, contract execution, and pipeline management, lifting **CRM task completion from 61% to 84%**.
- **Active Florida Real Estate Sales Associate License**, in good standing since 2014.

Experience

Senior Real Estate Agent — **The Keyes Company**, Florida residential real estate brokerage

Apr 2021 – Present · 5 yrs 7 mos

- Closed 26 listing-side transactions in 2025 across luxury condo and waterfront segments, leading pricing, positioning, negotiation, and transaction oversight for high-value buyers and sellers from consultation through closing.
- Raised listing win rate from 38% to 52% over 18 months by refining pre-listing packages, property-specific marketing plans, and market narratives built on price-per-square-foot and absorption data.
- Built a referral network of attorneys, wealth advisors, relocation partners, and top past clients through quarterly CRM touchpoints, generating 14 closed referral transactions in 2025.
- Lifted CRM task completion from 61% to 84% across 6 junior agents, standardizing pipeline stages, follow-up cadences, and dashboard reviews in Salesforce while mentoring them on prospecting, client service, and contract execution.
- Improved first-14-day showing volume from 7 to 11 across 12 new premium listings by coordinating Matterport tours, ShowingTime scheduling, and paid Instagram and Facebook promotion with marketing before and after go-live.
- Advise clients and shape listing strategy by reviewing market activity, pricing trends, and competitive inventory in the Miami-Dade luxury market.

Sample resume made with Specific Resume · specificresume.com

Real Estate Agent — **Douglas Elliman**, a luxury residential real estate brokerage

Jan 2017 – Mar 2021 · 4 yrs 2 mos

- Managed buyer and seller engagements in Miami Beach and surrounding markets from consultation through closing, with emphasis on condos, relocation clients, and listing-side service.
- Grew annual closed sides from 15 in 2018 to 24 in 2020 in competitive coastal submarkets, combining sphere outreach, open houses, and consistent follow-up on internet and relocation leads.
- Improved condo listing pricing accuracy using MIAMI MLS comparable analysis, active inventory reviews, and seller education on absorption and concessions, bringing 9 of 12 listings to contract within 45 days in 2020.
- Coordinated multi-party transactions involving lenders, associations, inspectors, and title partners, managing document flow, contingency deadlines, and communication checkpoints through escrow to close 19 of 20 transactions under contract in 2020.

Real Estate Sales Associate — **Coldwell Banker Realty**, national residential real estate brokerage

Jun 2014 – Dec 2016 · 2 yrs 6 mos

- Established an early-career client base in Broward County by working open houses, cultivating referral relationships, and following up consistently with prospects, closing 12 sides in 2016.
- Tightened execution on active transactions through checklist-based tracking and closer communication with title companies, lenders, and clients, cutting missed document and deadline issues from 5 in 2015 to 1 in 2016.

Education

- **Florida International University** — Bachelor of Business Administration in Finance · 2010 – 2014

Skills

- **Real Estate Tools & Platforms:** MIAMI MLS, DocuSign, ShowingTime, Salesforce, Dotloop, Matterport
- **Luxury Sales & Transaction Expertise:** Luxury Listings, Pricing Strategy, Contract Negotiation, Escrow Management, Referral Business Development, Agent Coaching

Certifications

- **Florida Real Estate Sales Associate License** – Florida Department of Business and Professional Regulation (2014)