

RUTH GORMAN

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PROFESSIONAL SUMMARY

Dedicated Real Estate Agent passionate about achieving client objectives through expert guidance across all stages of the real estate process. Proven track record in sales, unwavering commitment to customer satisfaction, and adept at upholding service standards. Proficient in MS software with a background in upscale salon and spa environments.

SKILLS

- Bilingual (Spanish)
- Strong Communication and Negotiation Skills
- Marketing Proficiency
- Highly Organized with Attention to Detail and a Commitment to Quality
- Adaptable
- Customer Service-oriented
- Effective Sales Skills
- Proficient in MS Office, Excel, Android and iOS
- Skin and Body Knowledge

WORK HISTORY

Keller Williams Advisors, Fremont – *Realtor*®

March 2024 - Current

Experienced real estate professional known for fostering lasting client relationships and delivering top-notch service. Proficiently utilizing modern web tools to organize client databases and streamline appointment scheduling for property viewings. Adeptly representing clients during negotiations and communicating effectively with all parties involved. Committed to providing exceptional real estate experiences and consistently surpassing client expectations.

eXp Realty of California, Inc., San Ramon – *Realtor*®

July 2022 - March 2024

Developing and fostering strong relationships with clients by working to provide the best real estate experience possible. Also, effectively utilizing web-based tools to manage a database of customers and prospects, scheduling and managing appointments to show homes, advocating for clients during sales negotiations, and communicating with all parties in a timely and professional manner.

LIONBRIDGE, Walnut Creek – *Social Media Evaluator*

August 2019 - December 2019

My responsibilities in this role included reviewing targeted ads on social media and providing constructive, detailed feedback on their content, appearance, relevance, and overall quality as well as cultural relevance in the U.S. I used my time wisely to perform job duties remotely from home and was actively rating ads five days per week.

Guckenheimer Enterprises Inc., Walnut Creek – *Hostess/Server*

July 2013 - November 2014

My daily tasks included offering enthusiastic and personable service to all customers, addressing guest concerns and resolving all issues to guests' satisfaction, maintaining complete knowledge of the restaurant menu, and following all safety and sanitation policies when handling food and beverage to uphold proper standards. While working here, I developed and sustained positive working relationships with others to reach business goals.

CREDENTIALS

- Real Estate License, State of California
- Esthetician License, State of California

EDUCATION

Allied Real Estate School (OnlineEd), Walnut Creek

September 2020 - August 2021

W Academy of Salon and Spa, Danville

May 2017 - October 2017

Diablo Valley College, Concord

July 2015 - June 2016