**Hamza Jama**

44 Willowridge rd. Apt#201 Cell: 647-835-2787

Toronto, Ontario, M9R 3Z1 mrhjama@gmail.com

# OBJECTIVE

Motivated and detail-oriented professional with a strong foundation in project coordination, client service, and field operations. Seeking an entry-level role in real estate appraisal where I can leverage my analytical skills, local area knowledge, and interest in the housing market. Eager to learn and grow within a supportive, mentorship-driven environment.

# HIGHLIGHTS AND QUALIFICATIONS

* Excellent interpersonal, organizational and communications skills
* Extensive performance management of frontline staff as well as coaching and supervising experience.
* Administrative support and reporting experience for weekly operational meetings
* Considerable customer service and sales experience
* Easily trained, learn new concepts quickly
* Hard working, self-confident, enthusiastic, and driven individual
* Advanced Microsoft Office Excel, Outlook, Project, Access, Word, and PowerPoint skills

# EMPLOYMENT HISTORY

**Real Estate Assistant (Contract) –** *Independent Realtor – Toronto, ON*

**2024 – 2024**

* Assisted with preparing CMA (Comparative Market Analysis) reports and property research
* Coordinated and attended property showings, open houses, and inspections
* Photographed and documented property features for listing purposes
* Communicated with clients, mortgage brokers, and legal representatives
* Maintained listing databases, organized client files, and tracked deadlines

**YBM Distribution** *Junior Project Coordinator*

**2018-2023**

* Assisted in project coordination and management.
* Supported project managers in scheduling and resource allocation.
* Monitored project progress and ensured timely completion.
* Collaborated with cross-functional teams and communicated updates.
* Prepared project documentation, reports, and presentations.
* Conducted research and analysis for decision-making.
* Tracked project budgets and expenses.
* Coordinated meetings and maintained project files.
* Utilized project management tools for scope control, scheduling, and cost monitoring.
* Participated in construction inspections, ensuring adherence to standards and regulations.
* Utilized Class "G" Driver's license for on-site visits and meetings.

## EDUCATION

* **AIC Candidate Member** – Actively pursuing AACI designation.
* **Electronics Engineering Technician Diploma**, George Brown College, 2019