Stephanie Glenney

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Sales Representative

With 5+ years in real estate, skilled in executive support, client communication, marketing, and transaction management. Closed 15 deals totaling $14M in revenue within the first year. Demonstrated top 3 under 30, rising star, and social media performer.

WORK EXPERIENCE

Jake Nicolle Realty • Hamilton • 06/2024 - Present
Real Estate Team
Executive Assistant Real Estate • Full-time

- Managed executive email accounts by responding to messages and initiating email conversations with colleagues.
- Exhibited strong organizational skills to manage multiple projects simultaneously.
- Demonstrated proficiency in calendar management, scheduling and coordinating executive-level meetings.
- Serve as the primary point of contact for clients, responding to inquiries and managing communications via phone, email, and in-person.
- Assist with the preparation and processing of real estate documents, contracts, and other paperwork for property transactions.
- Help create and distribute marketing materials, manage social media accounts, and coordinate advertising efforts.
- Manage the details of property listings, including uploading photos, writing descriptions, and updating MLS information.
- Maintain and organize client and property databases, ensuring accurate and up-to-date information.

The Golfi Team RE/MAX
Real Estate Agent • Full-time

- Managed all aspects of the sales cycle, including prospecting, cold calling/emailing, property sourcing/showings, creation of offers, legal documents, inspections, finance approvals, and closing documentation.

- Achieved impressive results, closing 15 real estate transactions totaling $14M in revenue within the first year.
- Demonstrated exceptional client relationship management skills, particularly during high-pressure situations.
- Maintained a comprehensive database of over 800 clients, both active and inactive, with a focus on client reactivation.
- Earned recognition as Top 3 Under 30, Rising Star, and Top Social Media performer in the first year on the team.
- Utilized Salesforce for efficient customer record management.
- Conducted prospecting through cold calls, warm calls, trade shows, and open houses.
- Drafted and reviewed legal documents.
- Cultivated relationships with other professionals involved in transactions, including lawyers, mortgage agents, and contractors.
- Spoke at an event attended by 200 individuals, addressing the effective utilization of social media for business growth within the real estate industry.

The Woolcott Team · 08/2019 - 01/2021
Real Estate Assistant

- • Assisted in maintaining smooth office operations through errand running and administrative support.
- Prepared and maintained accurate property listings, sales contracts, and closing documents.
- Coordinated property showings and appointments.
- Maintained detailed client interaction records in the database.
- Assisted in maintaining smooth office operations through errand running and administrative support.

Albanese Branding & Communications Inc. · 11/2016 - 09/2017
Marketing and Advertising Agency
Marketing Intern

- • Shadowed meetings and observed the marketing director to gain professional experience.
- Assisted in creating written, video, and image content for marketing channels.
- Managed social media posting schedules to promote products and boost website traffic.
- Conducted competitor research and reported findings to the supervisor.
- Wrote compelling copy for social media posts, promotional emails, and marketing collateral.
- Shadowed meetings and observed the marketing director to gain professional experience.

EDUCATION

Diploma in Business - Marketing
Mohawk College

CERTIFICATIONS

Real Estate License
Real Estate Council of Ontario

SKILLS

Communication, Cooperative, Critical Thinking, Customer Service, Marketing, Negotiation, Problem Solving, Real Estate, Relationship Building, Sales, Salesforce, Social Media, Working with First-Time Home Buyers, Cooperative, MLS