

KRISTYN GREWELL

Sales & Marketing – Administration – Client Relations

PROFILE

Dedicated professional with ten plus years experience in residential real estate sales and marketing. An ability to remain focused on problem solving while demonstrating excellent customer service and building long-term relationships with clients. Acquired over 60 hours of continuing education in real estate. Currently holds active Oklahoma real estate license in good standing since 2006.



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OkieHomeGirl.com

SKILLS

- Represents others
- Provides well thought out solutions
- Negotiates/resolves differences
- Handles details and coordinates tasks
- Multi-tasks
- Manages projects effectively
- Gathers information and assesses situations
- Meets deadlines
- Delegates effectively
- Wordpress
- CRM and MLS databases
- Mac and PC

CAREER HIGHLIGHTS

Graduate REALTOR Institute
(2007)

Leadership OAR Graduate
(2010)

Multi-Million Dollar Producer
Quality Service Awards
Certified Tourism Ambassador,
Oklahoma City

EXPERIENCE

CENTURY 21 Goodyear Green Edmond, OK Realtor, 2006-present

- Establish and maintain relationships with clients and prospects
- Interview clients to assess needs and timelines
- Document preparation including representation contracts and purchase agreements
- Transaction coordination and management
- Act as an intermediary in negotiation between buyers and sellers, generally representing one or the other
- Compiles market data to establish effective ongoing pricing strategy
- Accompany clients on visits to and inspections of property while advising them on suitability and value based on current market conditions
- Utilize web technology including blog and social media to attract and inform a targeted market segment
- Project manager overseeing repairs and improvements when homeowner is unavailable or has relocated out of state
- Act as an Oklahoma City ambassador by providing information and tours tailored to transferee's needs

Estate Liquidator, 2010-2015

- Pricing and merchandising of personal property to be sold through an estate sale
- Utilize social media and web technology to advertise and market the sale to targeted market segments
- Negotiation, sales, and customer service during the sale

Kohl's Department Store Edmond, OK

Beauty Department Specialist, 2004-2005

Visual Merchandising Specialist, 2002-2004

Domestics Department Supervisor, 2001-2002

- Assist store management in implementation of merchandising directives, seasonal promotions, and other capitol rollouts throughout the store
- Sales, customer service, inventory control
- Supervisor of up to five associates