

# Saintess Sims

## **Communication is key to success**

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Previously I have been a Realtor in residential sales for over fifteen years. Though I loved my career in real estate, life happens, and my life was requiring a paid position instead of commission only pay. Thus began my career in retail. For the past five years I have been in merchandising performing new store sets, resets, remodels, live demos, samplings, inventories, canvassing, display setup, and brand promotion for big box retailers (ie. Walmart, Dollar General, Best Buy, Home Depot, Publix, Big Lots, Michael's, etc.). I can read POG's and am comfortable using tablets, smartphones, apps, and electronic scanning equipment. I understand the importance of communication and meeting of the minds to accomplish team tasks as well as independent jobs. My ultimate goal is client/customer satisfaction for all services and work I am responsible for. I am outgoing and enjoy meeting and talking with people about products and services that can make their lives better. I am easily trained and learn quickly. I like learning new skills and techniques then applying them to work and life to improve quality and efficiency.

Authorized to work in the US for any employer

## Work Experience

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### **Reset Specialist**

SASR - Cary, NC

October 2020 to Present

I'm part of a team that performs resets for big box chain stores such as: Home Depot, Walmart, Family Dollar, Dollar General, Publix etc. Most of this work takes place at night during the hours store is closed. We go to the assigned store location and update floor plans, replace old equipment, take away expired products, set up new displays, move gondolas and beams, give the store a fresh look. We inventory products and recategorize existing stock.

### **Brand Ambassador**

Samplers Inc. - Pawtucket, RI

March 2019 to Present

Event hosting and brand promotion for various products and local businesses. Recently I have been working with local car dealerships hosting Customer Appreciation and buy back events. The dealerships have had success getting lots of customers into the showroom for the event and have had an increase of new vehicle sales. Most events have resulted in 8-14 new car sales.

### **Residential Sales Associate**

Keller Williams Realty - Montgomery, AL

January 2012 to August 2019

Always advise and represent your clients' best interests. Help clients purchase and sell real property for personal and business purposes to achieve their real estate goals. Write, present and negotiate contracts. Administrative and data entry duties for listings and sales. Advertise and conduct open house. Schedule

appointments for clients and lead tours to view homes, find needed service providers, and make sure buyers obtain all required instruments to purchase real estate. Work cooperatively with fellow agents, lenders, inspectors, attorneys, appraisers, contractors, etc. to successfully close transactions. Constant daily lead generation.

### **Residential Sales Associate**

Aronov Realty - Montgomery, AL  
January 2005 to December 2011

Many identical or similar duties as most current position with KW. Work real estate kiosk at Eastdale Mall. Arrange and co host home buying seminars with affiliate vendors to help and inform prospective clients. Create marketing materials for personal branding, farming, listings and sales, advertisements including postcards, flyers, brochures and pamphlets.

## Education

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### **Real Estate License in Real estate license law and ethics.**

Aronov Career School - Montgomery, AL  
September 2004 to January 2005

### **Associate's degree in Psychology**

John C Calhoun State Community College - Decatur, AL  
August 1994 to December 1996

## Skills

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- Real estate (10+ years)
- Marketing (7 years)
- Typing (10+ years)
- Painting (10+ years)
- Excel (10+ years)
- Computer Literacy (10+ years)
- Fair Housing Regulations (10+ years)
- Microsoft Word (10+ years)
- Microsoft Office (10+ years)
- Microsoft Outlook (10+ years)
- Microsoft Powerpoint (2 years)
- Analysis Skills (10+ years)
- Basic Math (10+ years)
- Bartender Experience (2 years)
- Customer Service (10+ years)
- Bookkeeping (10+ years)
- Budgeting (10+ years)
- Restaurant Experience (10+ years)

- Sales Experience (10+ years)
- Recruiting (7 years)
- QuickBooks (3 years)
- Windows (10+ years)
- Front Desk (5 years)
- Farming Experience (8 years)
- Fundraising (10+ years)
- Food Preparation Experience (10+ years)
- Facebook Advertising (4 years)
- Filing (10+ years)
- Guest Services (2 years)
- Gardening (10+ years)
- Hospitality Experience (2 years)
- Hotel Experience (2 years)
- IDX (10+ years)
- Journal Entries (10+ years)
- Kitchen Experience (10+ years)
- Merchandising (7 years)
- Multi-line Phone Systems (10+ years)
- Meal Preparation (10+ years)
- Money Handling (10+ years)
- Negotiation (10+ years)
- Nursing Home Experience (1 year)
- Organizational Skills (10+ years)
- Office Experience (10+ years)
- Office Equipment (10+ years)
- Presentation Skills (10+ years)
- People Person (10+ years)
- Public Speaking (3 years)
- Phone Etiquette (10+ years)
- Serving Experience (8 years)
- Spreadsheets (10+ years)
- Schedule Appointments (10+ years)
- Time Management (10+ years)
- Cashiering (8 years)
- Catering Experience (5 years)
- Cleaning Experience (10+ years)
- Writing Skills (10+ years)
- Branding (10+ years)
- Experience with Children (10+ years)

- Experience Working With Students (10+ years)
- Email Marketing (8 years)
- Appointment Scheduling (10+ years)
- Clerical (5 years)
- Outlook (10+ years)
- Powerpoint
- Receptionist (5 years)
- Scheduling (5 years)
- Assistant Manager Experience (5 years)
- accounting
- Data Entry (10+ years)
- Contract Negotiation (10+ years)
- English
- Planograms (7 years)
- Conflict management
- Property leasing (3 years)
- Data collection (10+ years)
- Sales (10+ years)
- Hospitality (10+ years)
- Research
- Social Media Management
- Microsoft Excel (10+ years)
- Stocking (7 years)
- Math (10+ years)
- Communication skills (10+ years)
- Management
- Leadership (10+ years)
- Customer support (2 years)
- Computer skills (10+ years)
- iOS (10+ years)
- Sanitation (10+ years)
- Retail sales
- Customer service
- Cash handling
- Driving
- Guest services
- Restaurant experience
- Continuous improvement
- Serving
- Windows

- Office management
- Proofreading
- Fair Housing regulations
- Typing
- Documentation review
- Branding
- Email marketing
- Customer relationship management
- Cash register
- Bartending
- Presentation skills
- Relationship management
- Property management
- Front desk
- Pricing
- English
- Administrative experience
- Upselling
- Basic math
- Data entry
- Events management
- Supervising experience

## Certifications and Licenses

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### **Realtor, Alabama Real Estate License**

January 2005 to September 2020

I let my Alabama Real Estate License expire in 2020 after over 15 years in residential sales. However, I will complete the necessary requirements to obtain my license again. I moved out of the area for a few years but moved back to Prattville and I would like to work in real estate again in property management and leasing.

### **Driver's License**

August 2022 to August 2026

## Assessments

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### **Retail customer service — Proficient**

October 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Written communication — Proficient**

September 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

December 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Sales skills — Proficient**

November 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Sales skills — Proficient**

July 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Project timeline management — Proficient**

November 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Work motivation — Proficient**

January 2023

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Data entry: Attention to detail — Proficient**

October 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Management & leadership skills: Planning & execution — Proficient**

February 2023

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

### **Proofreading — Proficient**

July 2023

Finding and correcting errors in written texts

Full results: [Proficient](#)

### **Customer service — Proficient**

October 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Sales skills — Proficient**

May 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

February 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Filing & organization — Proficient**

January 2024

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

### **Verbal communication — Proficient**

September 2023

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Sales skills — Proficient**

December 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

January 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Elementary school classroom management — Proficient**

February 2021

Managing behavior in elementary school classrooms

Full results: [Proficient](#)

### **Verbal communication — Proficient**

November 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Work style: Professionalism — Proficient**

June 2022

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

### **Delivery driver — Proficient**

January 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

May 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

July 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

October 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

January 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Teamwork: Interpersonal skills — Proficient**

November 2020

Responding to challenging team situations at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Groups

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### **Board of Directors for Legal Services Alabama**

August 2012 to Present

I proudly serve on the Board of Directors for Legal Services Alabama. This is a nonprofit organization that provides free legal aid and representation for Alabamians that may not be able to afford an attorney.

## Additional Information

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Skills



Efficient on computer programs for work place and office equipment. (10+ years), Proficient keyboard typing (10+ years), Listening and speaking to customers and general public about products and services available (10+ years), Painting (10+ years), Salesman (10+ years)

Basic Computer Skills - Proficient

February 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/gj2vrjmgevh7ztnw](https://share.indeedassessments.com/share_assignment/gj2vrjmgevh7ztnw)

Written Communication - Highly Proficient

February 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_assignment/j5qblftqfaecbtv8](https://share.indeedassessments.com/share_assignment/j5qblftqfaecbtv8)

Real Estate - Expert

February 2019

Measures a candidate's ability to match listings with specifications and identify errors on marketing materials.

Full results: [https://share.indeedassessments.com/share\\_assignment/qyselnakhn1ur2sq](https://share.indeedassessments.com/share_assignment/qyselnakhn1ur2sq)

CRM Skills with Salesforce - Proficient

June 2019

Measures a candidate's ability to demonstrate a knowledge of Salesforce objects, fields, and processes.

Full results: [https://share.indeedassessments.com/share\\_assignment/vgpzdafkzszkmfsm](https://share.indeedassessments.com/share_assignment/vgpzdafkzszkmfsm)

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Groups

Board of Directors Legal Services Alabama

January 2012 to Present

Oversee all operations deemed necessary by legal services to make sure we are helping the poor people in Alabama obtain free legal aid.

Senior real estate specialist

August 2008 to Present

Designation focuses on helping seniors and/or retiree homeowners identify the best use of their property and explain programs offered to give them the most benefit from the equity in their home.

Montgomery Area Association of Realtors

January 2005 to Present

Member