

# SKYE CRUZ

REAL ESTATE AGENT

## WORK EXPERIENCE

### CONTACT

☎ +1 251-305-5596

✉ skyekcruz11@gmail.com

📍 Pascagoula, MS  
/ Remote

### ACHIEVEMENTS

- "SET SAIL" PROGRAM-Austal
- REAL ESTATE LICENSE
- INSURANCE BROKER- FL & AL LICENSE
- YOUTUBE ACHIEVEMENT
- HIGHEST HONORS 2019

### SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Transcribing/ Clerky
- Business Acuity
- Negotiations
- Law
- Delegation
- Communication
- Team Player

### EDUCATION

- 2019 MISSISSIPPI GULF COAST  
COMMUNITY COLLEGE
- SURGICAL TECH

**Front Desk Receptionist** 2023-Present  
Aura Wellness Spa

- Constantly provide excellent service to all spa guest, handle logistic operations, offer up-selling offers, report any guest issues, perform all duties assigned by management. make guest feel welcomed. monitoring the books, answeing phones, help check guest in and out of the facility. booking appointments. Insurance verification, and answer all incoming calls.

**Retail Support Center** 2023-2025

- **Ace Warehouse**
  - Utilize power equipment to unload freight, and process product via
  - RF Scanner onto dock in preparation for stocking.
  - Use of RF Scanner to resupply bins, and maintain inventory freight in
  - preparation of order picking while on foot or reach lift.
  - Use Voice Collect headset to select and stage merchandise for
  - transport, while efficiently fulfilling orders via foot or forklift.
  - Operate a forklift or other power equipment to strategically load
  - products onto outgoing trailers.

**Customer service Representative** 2022-2024

- **Wex Health**  
Answer calls inbound from health insurance clients, understand clients' accounts, and assist with any concerns about clients' accounts. join weekly team meetings, FSA, HSa, and LSA accounts  
Answering questions and finding solutions promptly.

• **Real Estate Agent** 2022- Present

Independent Contractor  
Help clients buy, sell, and rent properties. Inform clients on market conditions, pricing, and legal representation. Show properties to clients, draft up contracts, and stay in contact with title companies and title lenders.

## REFERENCE

**Reginald Sullivan**

Phone: 251-305-5596

**Brenda Nathan**

Phone: 850-460-0945