

Sharon Thomas

Contact Information

905-588-0327 cell

Thomassharon2244@gmail.com

Mulmur, ON

October 15, 2024

Dear Hiring Manager:

I am applying for a position of Sales Representative - New Home Sales low rise.

My Attached resume will show that I have extensive sales experience with over 10 years in the new home residential field in the GTA. I truly have a passion for the new home industry.

I am extremely flexible, dependable for hours and bring a positive and professional demeanor to work daily.

You can contact me at thomassharon2244@gmail.com or 905-588-0327. I look forward to hearing from you.

Sincerely

Sharon Thomas

Enclosure

Hiring Manager

Primont Homes

Sales Representative

New Home Sales

GTA, ON

Sharon Thomas – Mulmur, ON

| thomassharon2244@gmail.com | [LinkedIn Sharon Thomas](#) |

Sales & Decor Consultant Low Rise Construction and Condominium

Accomplished Sales and Decor Consultant with over 10 years experience driving new business development within the sales industry for low rise and low rise with condominium element fee. Performance-driven professional with strong customer service, business acumen and strategic thinking, and a demonstrated ability to generate revenue growth.

Work Experience

Sales Consultant Oxnard Development Inc - Richmond Hill, ON
May 2020 to Present

At the Alliston and Tillsonburg Site, I greeted visitors and provided information of the preconstruction low rise with condominium element fee along with free hold detached, towns and semis. I thoroughly helped the potential purchaser to be knowledgeable of the product and area to feel confident to purchase. I prepared and executed purchase agreement documents, amendments, Tarion notices, created and maintained client files. Performed client follow up through phone, email. Communicated to the builder recommendations of home designs and floorplan modifications. Strived to attain sales and closing projections. Kept customer service to its highest from purchase through to closing and there after. Effective communication with construction. MS Office, Outlook, Word, Excel. At the Alliston Kings Gate site, I was the sales manager.

- Through effective observation communicated to the builder the public's desired models and modifications of designs.

Decor Consultant Oxnard Development Inc - Richmond Hill, ON
May 2020 to Present

For these three sites, Alliston, Tillsonburg and Port Perry, I had helped and directed clients through their décor selections and structural changes from the builder's options. Lead the purchasers to opt for decor trends that will benefit them in the present and for future sale of their home. All decor data recorded, approved, and delivered to construction in a timely manner. I collaborated with construction staff regarding structural upgrades and changes to décor charts and communicated changes to clients. I am knowledgeable of construction drawings. I had continued to ensure stringent timelines had been met for scheduled closings. Skilled in MS Office, Outlook, Word, filing.

- Introduced premium and diverse range of products, resulting in higher revenues.

Decor Consultant Embee Residentials - Pickering, ON
March 2022 to Present

At the Port Perry site, I meet directly with buyers to select from the builder's options and upgrades. I help educate the buyer's knowledge on available products and design trends that will add value to their home. I prepare all documentation needed to order selections and research special requests by obtaining information and verifying applicability with purchaser & builder. Ensure trades receive selections to reach closing goals. MS Outlook, Office, Excel.

- Maintained the latest market trends.

Decor Consultant Previn Court Homes - Alliston, ON
April 2015 to December 2017

At this site in Alliston, I had helped and guided clients through their décor selection for kitchens, baths, flooring, doors, plumbing fixtures, and recorded selection data to be distributed to various departments. Collaborated with construction staff regarding structural upgrades and changes to décor charts and communicated changes to clients. Adhered to timelines for scheduled closing. MS Office, Outlook, Word.

- Introduced premium products, resulting in higher revenues.

Sales Consultant Previn Court Homes - Alliston, ON
July 2012 to December 2017

I spearheaded sales of new homes, assessed potential buyers' needs, and I provided tailored solutions for the Alliston site. Ensured client's optimum product knowledge, performed opening, and closing of model homes, I prospected new clients, and formed working relationships with existing ones. Conducted market analysis on prices, sales, as well as products from other builders. Drafted offers. Met project deadlines. MS Office, Outlook, Word.

- Successfully further developed an existing site plan featured on marketing brochures and website to include surrounding amenities to allow customer to visualize a lifestyle as well as the product, leading to increase in sales.

Education

Real Estate License in Real Estate
Ontario Real Estate Association - Toronto, ON

Certified Medical Laboratory Assistant in Health
Medical Laboratory Professionals' Association of Ontario - Toronto, ON