

Leanna Stevenson

Wasaga Beach, ON

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905.626.3706

To obtain a position with your company helping the community using my skills.

Dedicated, hardworking, organized and a team player with a positive attitude.

Able to establish and meet priorities with strong communication and interpersonal skills.

I am retired from my previous real estate career and am looking for a job to fulfil my love of helping people in whatever capacity I can. I have extensive experience in new homes sales from pre-construction to finished product.

I have a reliable car clean, driving record and insurance.

Moved to Wasaga from Whitby Ontario, 6 1/2 years ago and are established in a subdivision off of Beachwood Road. We love it here. This job would allow me to make contact with Moore fellow neighbours and be helpful at the same time.

Work Experience

Registered Real Estate Sales Representative retired

Comflex Realty-Uxbridge, ON

February 2017 to October 2024

Full time sales representative re-sale.

All aspects of home sale from customer acquisition, Showing of Homes, contract negotiations, and follow up.

Guest Services Agent Part Time

Blue Mountain Resort-Blue Mountains, ON

December 2019 to April 2020

Guest services front line and ticket booths on rotating basis.

Set up lessons, front line ticket sales matching customer needs, fulfilling client inquiries etc.

Registered Real Estate Sales Representative

Sutton Group Heritage Realty Inc-Whitby, ON

January 2013 to February 2017

Registered real estate representative. Selling of resale properties and performing all aspects of the business from acquiring customers, showing properties and negotiating agreements.

New home sales

Durham Custom Homes-Oshawa, ON

January 2000 to February 2012

New home sales front line reception.

Help set up new home sales office.

Greeted customers, answered phone inquiries and explained our product and renderings according to their needs.

Recorded their information for follow up.

Prepared paperwork and put together offer to present to the builder.

Data entry, prepared offers per computer program, Checked and order supplies as needed.

Met with customers and prepared their colour choices. Typed colour charts for approval.

Worked with construction office to accommodate structural changes requested by purchasers. Prepared changes for approval.

Weekly meeting with the Builder, Construction Office and Head Office Manager to review weekly activity.

Receptionist Animal Care Assistant Part time

Ritson Veterinary Clinic-Oshawa, ON

2000 to 2002

Front desk reception greeting customers and their pets.

Processing incoming/outgoing patients

Handling payments

Maintaining files

Computer input of payments balancing end of day

Answering phones, making appointments and answering questions/concerns regarding customers pets

Being there for customers and their pets in times of need

Working closely with various vets within clinic to administer medications, shots etc.

Opening/closing of Office

Maintaining cleanliness of reception area

Maintaining cleanliness and restock of meds in exam rooms area after each appointment

Thorough cleaning of all office areas at end of day including stock area, cages and floors

Manager Sue Di Ilio

PMA BRETHOUR REALTY GROUP

1997 to 1999

Meeting and greeting new home prospects, qualifying and building relationships Meeting sales quotas

Helping purchasers do colour charts, make design changes and working closing with the construction department making sure all changes were followed up on and done correctly

Working with Sales Manager from PMA to implement changes needed to meet sales quotas. Visiting completing Sales Sites weekly to gather information for PMA

Receptionist/Switchboard Full Time .. Real Estate Sales Representative (Part Time)

Totten Sims Hubicki-Whitby, ON

1995 to 1999

Switchboard handling incoming/outgoing calls for 140 Employees of the Company. Mail, Data Entry, Various Other duties as required.

Also, kept Real Estate License and practiced through NRS on a part time basis.

Registered Real Estate Sales Representative

NRS Real Estate-Whitby, ON

1987 to 1995

Education

High school diploma or GED

C.W. Jeffries H.S. - Toronto, ON

September 1964 to June 1969

Bachelor's Degree

Skills

- Guest Services
- Negotiation

Certifications and Licenses

Registered real estate representative

January 1987 to Present

Holding license with Comflex Realty. Do not belong to TREB at this time or Sothern Georgian Bay R.E.B.