



STEPHANIE DOAN-LYNDS

New Home Sales Candidate | Real Estate Sales Professional

High-performing real estate and sales professional with 18+ years of experience driving mortgage-ready clients through the full homebuying process. Proven ability to cultivate referral networks, generate consistent pipelines, and convert leads into closed transactions. Expert relationship builder with deep knowledge of residential real estate, lending environments, customer service, negotiation, and documentation accuracy. Adept at guiding clients from first contact through financing, approvals, and closing while collaborating with lawyers, lenders, builders, and cross-functional teams. Recognized for exceptional professionalism, responsive service, and a proactive, self-driven approach to achieving sales targets.

Contact

☎ (905) 933 - 2017

🌐 Stephaniesellsniagara@gmail.com

✉ Stephaniesellsniagara.com

Professional Attributes

- Warm, personable communicator with strong rapport-building abilities
- Engaging presenter capable of creating memorable buyer experiences & repeat business
- Highly motivated, organized, and results-driven
- Thrives under pressure with a strong sense of accountability
- Adaptable, proactive, and committed to excellence

Education

OREA Real Estate College – Residential & Commercial Licensing (2007)

Mohawk College – Business Administration & Marketing (2006)

Niagara College – Hotel & Restaurant Management (2003)



Core Competencies

- Mortgage & Real Estate Market Knowledge
- Lead Generation & Referral Network Growth
- Pipeline Management & Prospecting
- Client Needs Assessment & Cross-Sell Identification
- Relationship Sales & Negotiation
- CRM & Reporting Accuracy
- Independent Field Sales & Time Management
- Presentation, Communication & Influence Skills



Relevant Experience

Licensed Realtor (Full-Time) Self-Employed – 18+ Years

Residential Sales & Leasing

- Cultivated and managed a large referral network of buyers, sellers, and industry partners—consistently generating strong pipelines and repeat business.
- Sold thousands of resale and new-build homes and supported hundreds of leasing clients, maintaining a high conversion rate through strategic follow-ups and personalized service.
- Provided clients with expert guidance on affordability, financing steps, lender options, and documentation requirements—acting as a trusted advisor through the home financing and purchase process.
- Executed thousands of listing agreements, offers, leases, amendments, and supporting documentation with full accuracy, ensuring compliance with legal and regulatory standards.
- Identified opportunities to cross-sell relevant services (legal, lending, insurance, inspections) through needs-based assessments and established partnerships.
- Built and strengthened relationships with lenders, builders, cooperating agents, and lawyers to ensure seamless transactions and timely closings.
- Delivered exceptional customer service, resolving issues proactively and managing client expectations from initial consultation to key handover.
- Analyzed market trends, mortgage rate changes, and local inventory to educate clients and position them advantageously in competitive environments.



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NEW HOME SALES REPRESENTATIVE CANDIDATE

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To Whom It May Concern,

I am excited to apply for the New Home Sales Representative position. With over 18 years as a REALTOR®, including builder sales, residential resale, and leasing experience, I bring extensive expertise in guiding clients through every step of the home-buying process.

Throughout my career, I have helped hundreds of clients make confident decisions—from educating them on communities, conducting property tours, discussing financing options, to executing Agreements of Purchase and Sale with clarity and precision. My focus has always been on providing a “wow” experience, building trust, and creating lasting relationships.

Key strengths I bring include:

- Proven ability to convert leads into sales through strong presentations, relationship-building, and product knowledge.
- Exceptional client service, delivering a professional and engaging experience.
- Self-motivated, results-driven, with resilience and determination to exceed sales targets.
- Confidence working independently while maintaining high presentation and professionalism standards.

I am passionate about representing a builder whose values and product I believe in, and I would be thrilled to bring my experience, energy, and dedication to your team.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your continued success.

Sincerely,
Stephanie Doan-Lynds