

Brianna Tumminieri

40 Heber Down Cres, Whitby, ON / (647) 924-8148 / briannatumminieri@icloud.com

Professional Summary

Licensed real estate professional with hands-on experience in client engagement, stakeholder management, and partnership development. Skilled in building and nurturing relationships, coordinating initiatives, analyzing markets, and facilitating successful transactions. Known for a strategic, relationship-focused approach and ability to deliver results in fast-paced, dynamic environments.

Skills

Transaction Coordination – Manage contracts, timelines, and documentation from offer to close.

Client Relationship Management – Build strong client connections through clear communication and personalized service.

Administrative & Marketing Support – Skilled in scheduling, database management, listing preparation, and marketing materials.

Contract Negotiation – Experienced in drafting, reviewing, and securing favourable terms for clients.

Experience

Treasure Hill Homes

October 2025 to present

New Home Sales Administrator and Sales Representative

- Serve as on-site lead in the absence of senior management, effectively operating as Site Manager to oversee daily sales centre operations, client experience, and administrative workflow.
- Support builder-related real estate operations, aligning sales strategy with construction timelines, release phases, and delivery milestones.
- Guide prospective buyers through the full pre-construction and new-home sales cycle, from initial inquiry to firm agreement.
- Organize and coordinate sales centre events, broker previews, and community launch activations.

- Represent the builder at community launches, grand openings, and new phase releases, assisting with event flow management, worksheet preparation, and contract coordination in high-volume environments.
- Manage sales centre operations including opening/closing procedures, presentation standards, inventory tracking, and CRM/database accuracy.
- Prepare Agreements of Purchase and Sale, ROFs for deposits, and oversee deal progression from reservation through firm sale.
- Collaborate with marketing, head office, and construction teams to ensure accurate product knowledge, pricing strategy, and inventory communication.
- Support partnership development by coordinating meetings, preparing presentations, and tracking relationship outcomes with brokers and external stakeholders.
- Facilitate onboarding of new purchasers, ensuring a seamless transition and high-level client experience.
- Monitor client feedback and proactively implement process improvements to enhance service delivery and overall satisfaction.

Real Estate Representative

October 2023 to Present

Licensed Realtor at Century 21 Percy Fulton Ltd.

- Lead end-to-end residential real estate transactions, including market research, pricing strategy, and contract negotiation.
- Conduct leasing and tenant coordination activities, including evaluating properties, negotiating lease agreements, and advising clients on optimal leasing strategies.
- Collaborate with builders and developers to align property sales with construction timelines and development objectives.
- Managed a portfolio of clients, tracking interactions, follow-ups, and relationship growth initiatives.
- Coordinate with lawyers, mortgage brokers, inspectors, and other stakeholders to ensure smooth execution and compliance with regulatory requirements.
- Leverage market data to advise clients on property positioning and timing, enhancing transaction outcomes and long-term relationships.

- Maintain compliance with regulatory and ethical standards while managing multiple concurrent transactions.

Lululemon Oshawa, ON

October 2022 to Present

Sales Associate - Educator

- Interact with guests to ensure a great guest experience in a manner that values guests' time. Assess guests' needs to provide customized, effective purchase and return solutions and support.
- Provide technical product education by articulating the value and benefit of the product.
- Facilitate a seamless end-to-end guest experience by conducting accurate and timely guest transactions and executing market-relevant omni channel programs (e.g., buy online/pickup in store, phone sales, and ship from store options) according to company standards.
- Receive guest feedback and partner with store leadership to take appropriate action and "make it right" for guests.

Winners Markham, ON

June 2021 to December 2021

Sales Associate

- Greeted customers and provided product knowledge, promotions, and store information
- Processed shipments, organized warehouse, and maintained merchandise presentation
- Delivered high-quality customer service, handling purchases, refunds, and exchanges according to company guidelines

Certificates

- Licensed Real Estate Salesperson – RECO (Registration #5045623)
- Supervisor Health & Safety Awareness Certification – Ontario Ministry of Labour
- Digital Marketing Certified – HubSpot Academy
- Google Project Management - Coursera (In Progress)