

Japjit Jhyont

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SUMMARY OF QUALIFICATIONS

Results-driven Licensed Real Estate Broker with 4+ years of sequential experience spanning corporate residential sales, pre-construction project coordination, and builder administration. Highly adept at managing high-volume transaction compliance, executing data-driven market valuations, and optimizing CRM database workflows across the GTA market. Proven expertise in streamlining administrative pipelines, auditing legal documentation, and managing developer-realtor relations within fast-paced corporate environments.

PROFESSIONAL EXPERIENCE

Real Estate Broker | RE/MAX Optimum (formerly RE/MAX Real Estate Centre) | July 2022 – Present

- Direct end-to-end residential property transactions across the Greater Toronto Area, specialized in comprehensive asset valuations, market positioning, and investment risk analysis.
- Execute detailed Comparative Market Analyses (CMAs) and quantitative property valuations to advise clients on pricing strategies, risk mitigation, and market positioning.
- Manage active lead pipelines and client portfolios utilizing CRM databases, implementing structured follow-up systems to maintain data integrity and optimize client retention.
- Leverage digital marketing strategies and data-driven market positioning to maximize asset exposure and accelerate the transactional pipeline.

Sales Coordinator | Homelife G1 Realty Inc. Brokerage | July 2021 – July 2022

- Coordinated sales operations and contractual workflows for large-scale pre-construction projects, serving as the primary liaison between prominent developers and a network of 500+ realtors.
- Audited and processed post-deal compliance documentation, tracking critical milestone timelines between buyers, builders, and legal counsel to ensure zero pipeline friction.
- Maintained and verified the brokerage's central transaction database, troubleshooting agent inquiries and conducting educational orientations on active builder policies.
- Organized educational orientations and onboarding sessions for incoming agents regarding active builder compliance guidelines and automated contract submission systems.

Office Administrator | Mattamy Homes, GTA | February 2020 – July 2021

- Executed the preparation and quality control compliance of real estate agreements, amendments, and trade record sheets for one of Canada's largest production homebuilders.
- Managed electronic and physical document control systems across multiple corporate sales centers, ensuring strict data governance and information security.
- Resolved high-volume client and broker inquiries, streamlining communication channels to improve transactional accuracy and customer satisfaction metrics during project launches.

EDUCATION & LICENSES

Real Estate Broker License | **Humber College / RECO** | Licensed Broker

Bachelor of Arts in Political Science | **York University, Toronto, ON** | Expected Completion: August 2026