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New Home Sales Representative

Experienced real estate professional with 15+ years of success selling new homes across the GTA. Strong background working in builder sales centres, guiding purchasers through the full buying process from initial inquiry to firm Agreement of Purchase and Sale. Skilled in negotiation, client relationship management and high volume sales environments.

Professional Experience

Conservatory Group

New Home Sales Representative

2006-2026

- Sold new construction townhomes, semi-detached and detached homes in Milton, Oshawa and Brampton communities.
- Managed daily operations of builder sales centres including opening, closing and client appointments.
- Guided buyers through the full purchasing process including pricing, upgrades, incentives and documentation.
- Prepared Agreements of Purchase and Sale and completed contract amendments.
- Negotiated pricing and builder incentives to finalize sales.
- Presented offers to builder at weekly sales meetings.
- Responded to client inquiries via phone, email and online channels.
- Maintained sales reports and prepared documentation for management.

Castle Group Developments

2006

Sales representative-Tuscany Gates Condominium

- Sold pre-construction condominium units from the project sales centre.
- Prepared Agreements of Purchase and Sale and contract amendments.
- Negotiate incentives and pricing with buyers..
- Present offers to builder.
- Assisted clients throughout the purchasing process.
- Managed client inquiries and administrative documentation.

DS Advanced Enterprises Ltd.

Sales Representative

2004 to 2006

- Sold lighting and electrical products to retailers and wholesalers across Canada.
- Conducted store visits and maintained client relationships.
- Managed inventory levels and expedited customer orders.
- Represented the company at trade shows and industry events.

Telespectrum Inc.

2000-2004

Telephone Sales Operator

- Conducted outbound telephone sales campaigns across Canada and the US.
- Consistently achieved and exceeded sales targets.
- Managed inbound customer service inquiries and resolved issues

Education

Ontario Real Estate Association
Real Estate Salesperson Education Program

York Mills Collegiate Institute
Graduate: Secondary School Diploma

Technical Skills

Windows XP, Word, Excel, Access

Core Competencies

- New home sales
- Pre-construction builder sales
- Agreements of Purchase and Sale and contract amendments
- Negotiation and closing
- Customer relationship management
- Lead follow-up and conversion
- Sales presentation and product knowledge
- Administrative reporting
- Client service excellence

References available on request