

LINDA ANTICO

229 S Tower Drive , Beverly Hills, CA 90211 | C: 310-721-9280 | Bevmalibu@gmail.com

CAREER FOCUS

Accomplished and driven sales professional with outstanding success in assessing and meeting clients needs. A confident and effective communicator who is skilled in closing a sale. An expert problem solver, well organized, focused, self motivated and efficient in all aspects of time and personal management.

PROFESSIONAL EXPERIENCE

12/2010 to Current

Assistant Sales Manager

The Artifact Tree — Malibu, CA

- Received and processed cash and credit payments for in-store purchases.
- Maintained daily record of all transactions.
- Worked as a team member to provide the highest level of service to customers.
- Directed and supervised employees engaged in sales, inventory-take and reconciling cash receipts.
- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments.
- Managed the day-to-day tactical and long-term strategic activities within the business.

03/2003 to 10/2010

Real estate sales/Leasing agent/Property Manager

Charles Bank Estates — Waltham, MA

- Planned and negotiated media buys, including TV, radio, print and digital.
- Conducted apartment tours for potential tenants and answered all questions.
- Handled customer complaints personally to verify they were properly handled.
- Compiled and conveyed all operational and financial data to the regional manager.
- Reviewed completed applications and assessed household information against file history and program regulations.
- Acted as liaison between construction manager and tenant during build-out phase of tenant suite.
- Conducted annual re-examination appointments and housekeeping inspections.
- Developed close relationships with area realtors and promoted business to boost referral network.
- Actively follow-up with prospects and hot leads.
- Assisted clients in leasing of homes, retail and entertainment space.

02/2000 to 01/2003

Cosmetic sales/Assistant Manager

Filene's Department Store — Belmont, MA

- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments.
- Placed special merchandise orders for customers.

EDUCATION

Bachelor of Arts: Psychology/Human Behavior

Ryokan College — Mar Vista, CA, Los Angeles

