

Jouselie Jean Charles

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As a successful outgoing and ambitious career-oriented individual, I am seeking a position within a sales driven and administrative environment where I can further my professional growth while implementing the company policy and goals. My natural enthusiasm and strong positive attitude, enables me to function independently or as a team contributor.

Professional Experience

Achieve Realty

Realtor

Naples, FL

2018 to Present

Assessing Buyers and Sellers needs and desires and guiding them effortlessly through the required transaction process, from the initial Offer to the Closing table. Daily tasks included use of CRM system, cold calling, lead management, prequalification interviews, assessment of needs, finding and selecting ideal properties in target areas, inventory research, developing comparative market analysis, follow up calls and in person meetings.

Clift Commercial

Executive Assistant to CEO

Naples, FL 2015 to 2017 Acting as liaison between upper management, business partners and clients; organizing executives' daily agenda and meetings , travel accommodations and transportation; efficiently managing the incoming data flow; monitoring office supply and assets operation. Preparing information for internal and external communication which includes memos, emails and presentations.

Priceless Events Owner,

Event Planner

Naples, FL January 2012 to October 2014

Planned Fashion Shows, Corporate Parties, Fund Raisers, Wedding and Graduation Receptions

IvisionTV

Event Planner/Manager

Tampa, FL

March 2006 to October 2011

Planned and coordinated the execution of business and social events consisting of Fund Raisers, Fashion Shows, Dining Receptions and Networking.

Directly monitored the successful and safe progress of all events and ensured meeting of deadlines; Designed and developed invitations and marketing related material.

All Seasons Travel

Administrative Assistant

Tampa, FL

April 2001 to December 2005

Administrative assistant, Researched and facilitated travel to desirable destinations and facilities around the globe, to assure reliable and exceptional knowledge for high-end clientele.

Organized accurate and cost effective travel itineraries for executive clients while providing timely and efficient customer service. Arranged conferences and reserved meeting facilities; provided key business support by facilitating communications with French and Creole speaking clients.

Acting as liaison between upper management, business partners and clients; organizing executives' daily agenda and meetings, travel accommodations and transportation; efficiently managing the incoming data flow; monitoring office supply and assets operation.

Preparing information for internal and external communication which includes memos, emails and presentations.

Education

Wharton High School	Tampa, FL.	High School
Larson Real Estate School	Naples, FL	Real Estate Sales

Awards

National Honor Society

French Honor Society

Languages

English, French, Creole.

Computer Expertise

Software: Microsoft Office (Word, Excel, Outlook, Excel, and PowerPoint) Appfiles, Dotloop.

Hardware: Computers, Fax, Copiers, Printers, Mailing machines

References

Available upon request.