

CATHY SPOHN DONALDSON

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CAREER OBJECTIVE

A Licensed Real Estate Agent seeking an Executive Assistant of Operations role in a major real estate company or real estate team to assist in their sales growth and improve personalized service. Use my operations and executive administration accomplishments to improve productivity and sales effort.

- o GA Real Estate License
- o Time Management
- o Organizational Skills
- o Team Collaboration
- o Articulate and Persuasive
- o Attention to Detail
- o Adaptability
- o Client Relationship Management

PROFESSIONAL ACCOMPLISHMENTS

Atlanta Fine Homes Sotheby's International Realty, Buckhead, GA 2021 – Present
Real Estate Sales Associate

- Handled daily operations at The Dillon Buckhead, which resulted in an organized Sales Team and fully functional Sales Center.
- Solely managed Builder CMS and prepared real time reports to the team resulting in successful management of the project.
- Prepared and communicated with clients the purchase contracts, addendums, and corresponding documents through e-signature platform, which produced a constructive client-friendly outcome.
- Created a procedure and detailed format of correspondence for clients, which resulted in punctual deposit payments nearly 100% of the time.
- Assisted the Lead Agent through virtual presentations and prepared personalized brochures, which supported 60% of the units sold preconstruction.
- Developed and maintained positive relationships with clients and prospective clients by providing exceptional customer service.
- Prepared listing materials and updated available properties in Multiple Listing Services, which resulted in accelerated phone calls and appointments by approximately 40%.
- Coordinated with the Marketing Department to update and order marketing materials and supplies for the Sales Center creating a top-notch experience for the Buyer.

Keller Williams Realty Atlanta Partners, Duluth, GA 2020 – 2021
Real Estate Sales Associate

- Earned Real Estate License.
- Christie & Co Real Estate Sales Team.

Christie & Co, Keller Williams Realty Atlanta Partners, Duluth, GA
Executive Operations Assistant

2018 – 2019

- Provided administrative and operations support to the Operations Manager resulting in approximately 30% increase in productivity for the team.
- Managed all properties for team agents in Multiple Listing Services and all related calls, which resulted in an increase of approximately 25% percent in team productivity.
- Composed Buyer and Seller contracts with key transaction software and e-signature platform, which led to approximately 80% more accurate documentation for the team and clients.
- Coordinated the appointment schedule, prepared agenda, and handled client correspondence for the Team Leader, which resulted in achieving a higher level of productivity.
- Assisted in the development of Operational Policies and Procedures, which contributed to increased team productivity of approximately 30%.
- Provided representation altogether approximately 25 closings, prepared materials for open houses, and documented walk-through inspections per year.

Donaldson Investment Properties, Atlanta, GA
Formerly Cathy Spohn Homes, Inc (established 1993)
President

2009 – 2018

- Managed internal operations for the entire company, resulting in a reduction of overhead costs by approximately 80%.
- Supervised all construction and renovations of properties keeping costs down per home and increasing profitability by 90%.

Spohntown Building Company, Inc., Duluth, GA
Custom Home Builder
President of Operations
GAHB OBIE Award - Two Gold and One Silver Award Recipient.

1993 – 2010

EDUCATION

University of Georgia, Athens, GA
Bachelor of Arts in Interior Design

CERTIFICATIONS

- Builder Residential Basic License 2008 – 2016
- Georgia Real Estate License 2020 – Present