

Sarah Jenkins

Licensed Real Estate Salesperson | DRE #02049182

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Professional Summary

High-performing, licensed California Real Estate Agent with over 7 years of experience driving residential sales and acquisitions in highly competitive urban markets. Proven track record of securing premium listings, coordinating complex multi-party negotiations, and leveraging digital marketing analytics to reduce days-on-market (DOM) by an average of 18%. Committed to providing high-touch advisory services with strict adherence to fiduciary standards and transaction compliance.

Licenses & Certifications

- **California Real Estate Salesperson License** – License #02049182, California Department of Real Estate (DRE)
- **Seniors Real Estate Specialist (SRES)** – National Association of Realtors (NAR)
- **Certified Residential Specialist (CRS)** – Residential Real Estate Council
- **Pricing Strategy Advisor (PSA)** – National Association of Realtors (NAR)

Professional Skills

Transaction Mgmt:	Comparative Market Analysis (CMA), Contract Negotiation, Escrow Liaison, Fiduciary Compliance
Marketing & Sales:	Digital Listing Campaigns, Social Media Marketing, Staging & Virtual Tours, Open House Strategy
Client Relations:	Buyer Representation, Seller Advisory, CRM Database Management (Salesforce), Lead Generation
Systems & Tools:	Matrix MLS, ZipForm, DocuSign, Adobe Creative Suite, Real Estate Analytics Software

Professional Experience

Senior Real Estate Salesperson

Nexa Realty Group

May 2022 – Present

San Francisco, CA

- Facilitated over \$42M in closed residential transaction volume, representing both buyers and sellers in high-end properties.
- Managed end-to-end listing lifecycles for 35+ properties annually, successfully maintaining an average list-to-sale price ratio of 98.4%.
- Designed target-marketing frameworks using demographic data, cutting average listing days-on-market from 34 days to 16 days.
- Conducted weekly comparative market analyses to advise clients on pricing strategies, ensuring competitive market positioning.
- Liaised daily with title officers, escrow agents, home inspectors, and mortgage underwriters to resolve contract contingencies.

Real Estate Sales Associate

Apex Residential Services

March 2019 – April 2022

San Jose, CA

- Closed 22 transactions in 2021 alone, generating \$18.5M in sales volume and achieving top-producer status within the brokerage.
- Coordinated over 120 open houses, implementing dynamic staging guidelines that increased visitor-to-offer conversion by 12%.
- Negotiated purchase contracts, disclosure packages, and inspection repair requests, saving buyer clients an average of \$15,000 per transaction.
- Implemented Salesforce CRM, growing the active client database by 45% through structured referral campaigns and newsletter outreach.

Education

Bachelor of Science in Business Administration (Marketing)

Vertex State University

2014 – 2018

Oakland, CA