

Aneta Emilia Edwards, REALTOR®

2034 Route 209 – P.O. Box 1611, Brodheadsville, PA 18322 ~ DIRECT 516.639.7135 Office 570.402.7767
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Professional Summary

Accomplished and diverse customer service professional with 15 years experience in domestic and international client relations. Excellent bilingual communications skill set that is highlighted with creative, dedicated, and effective relationship building talents.

Strong work ethic, professional demeanor, and great initiative are used to assist clients in the decision making process.

Pocono Mountains Real Estate, Inc.

2013 - Present

Monroe County, Pennsylvania

Realtor®

Provides full customer services to niche market segments to the consumers of Pocono Mountains real estate. Prepares marketing plans, negotiates agreements, exposes consumers to all housing options.

Isaac Corre & Diana Newman

2008-2013

New York City, NY

House Manager

House Manager - supervised full staff of housekeepers, chefs and food preparers, handymen, waitress etc... Responsible for the administration, operations, and needs of all six floors of residence.

Medical Associates Of Metropolitan NY

2006 - 2008

New York City, NY

Medical Assistant

Medical Assistant - assisted Doctor Staff with patients, failing, lab ordering, carrying for patients.

Medwin Pharmacy

2004 - 2006

Maspeth, New York

Cashier/Pharmacy Asst – provided full customer service to customer, organized phone calls and filled orders, failing, ordering medical supplies, performed numerous accounting duties.

Layer Office

1998 - 2000

Bialystok, Poland

Secretary

Multitask office work, phone calls, failing, book keeping, prepared fundamental legal court applications