

EWA GUTOWSKI, REALTOR®

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PROFESIONAL SUMMARY

Highly focused and dependable Business Professional who is bilingual in English and Polish. My experience includes REALTOR®, Business Owner, Manager, Sales Associate, and Bank Teller/Lead Teller. I have excellent customer service and financial management skills. I administer multiple customer requests and concerns with the utmost professionalism and courtesy. I also possess a strong ability to work in a team fostered environment.

Experience:

POCONO MOUNTAINS REAL ESTATE, INC
MONROE COUNTY, PANNSYLVANIA
REALTOR

2015-PRESENT

- Prepare documents such as representation contracts, purchase agreements, closing statements, leases and deeds
- Coordinate appointments to show homes to prospective buyers
- Contact property owners and advertise services to solicit property sales listings
- Thorough understanding of current economic environment
- Committed to provide extraordinary customer service

LASTONE AND KITCHENS
MANAGER/SALESPERSON

2013-PRESENT

- Arranged products displays
- Negotiated product price
- Greeted customers as they enter the store
- Provided excellent product information
- Ability to design the kitchen cabinets and countertops

- Assisted in payments procedures
- Made follow up calls to ensure customer satisfaction
- Demonstrated features and operation of products
- Organized conferences
- Order office supplies and products such as cabinets or countertops
- Advertise in social media
- Organize and participates in events as a sponsored

FIRST KEYSTONE NATIONAL BANK
BANK / LEAD TELLER

2007-2010

- Supervised all tellers working in the lobby and drive through areas.
- Made coin and cash vault deposits.
- Made certain all tellers had the correct amounts in drawers at beginning of shifts.
- Training tellers with banking system
- Responsible for counting the vault.
- Processed safe deposit box and loan payments.
- Provided customer assistance with balance detail and other inquiries.
- Cashed checks and processed deposits upon balance and signature verifications.

Polish Store
Sales Associate
2005-2007

- Making money transactions/transfer from USA to Poland
- Organizing the displays of merchandise
- Ensured customer satisfaction at every stage of sale

EDUCATION

- Pennsylvania Real Estate Licensed
- Association Degree in General Studies/ Business Administration, Northampton Community College, Pa
- Certificate in Banking Management, Pa
- High School Diploma