

HADASSAH JUDY ALPERT

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PROFESSIONAL PROFILE

EFFICIENT, MULTI-FACETED OFFICE ASSISTANT WITH A STRONG BACKGROUND IN REAL ESTATE AND LAW OFFICE OPERATIONS

Able to easily assimilate existing knowledge to new situations • Professional phone skills • Experience with Microsoft Word and Outlook • Proficient in Microsoft Windows and Macintosh systems • Type 60+ wpm • Fluent in Hebrew

EMPLOYMENT HISTORY

Real Estate Listing Agent

Zuz Realty; Brooklyn, NY (2014-2016)

- Called properties for sales or lease from various sources
- Promoted properties for agency through paper and on-line mediums

Real Estate Agent

Rapid Realty; Bronx, NY (2010-2014)

- Coordinated appointments to show homes/apartments to prospective buyers and advised them on the suitability and value of the properties they are visiting
- Advised clients on market conditions, prices, mortgages, legal requirements.
- Promoted sales of properties through advertisements, open houses, and participation in multiple listing services.
- Arranged meetings between buyers and sellers when details of transactions need to be negotiated.
- Prepared documents such as representation contracts, purchase agreements, closing statements, deeds and leases

Assistant Treasurer/Recruiter

Gibel and Associates; New York, NY (2000-2001)

(Recruitment agency for banking and financial services jobs)

- Assistant Treasurer in all aspects of business operations.
- Maintained office operations.
- Acted as a job recruiter for securities and banking firms.
- Screened, interviewed and made recommendations for potential job candidates
- Dealt with corporate leaders for possible job openings at their company and possible prospective employees

Secretary

Bernstein and Company; Brooklyn, NY (1992-1994)

(Accountant/ Real Estate Management)

- Developed various new procedures for rent collection, tenant complaints and delegation of problems regarding company owned properties.
- Responsible for various office duties

Law Secretary

Law Offices of Jeff Stern and Henry Kohn; Brooklyn, NY (1990-1991)

- Assistant to the principal of the firm
- Typed legal documents such as Affidavit's, Verified Answers, Bill of Particulars, Stipulations and Notices as per client requirements.

Law Secretary/Receptionist

Law Offices of Spar & Retter; New York, NY (1988 – 1990)

- Assisted attorneys on immigration and matrimonial cases
- Answered and routed all phone calls
- Typed various legal forms
- Organized and updated files

EDUCATION

2002	NEW YORK REAL ESTATE INSTITUTE;	New York Real Estate License
2000	TOURO COLLEGE - NEW YORK, NY;	Major: Interdisciplinary Studies in Psychology/Education
1994	NEW YORK PARALEGAL SCHOOL;	Paralegal Diploma