

Amanda Sinclair

Real Estate Agent | Residential Sales & Buyer Representation | Licensed Salesperson

68	\$31M	98.6%	19
CLOSED DEALS	SALES VOLUME	OF LIST PRICE	AVG. DAYS ON MARKET
CONTACT Scottsdale, AZ (480) 555-0113 amanda.sinclair@email.com linkedin.com/in/amandasinclair-realestate SKILLS Sales & Negotiation: Listing Presentations, Buyer Representation, Contract Negotiation, Comparative Market Analysis (CMA), Pricing Strategy, Offer Strategy, Closing Coordination Marketing & Lead Gen: Social Media & Video Marketing, Open Houses, Email Campaigns, SOI & Referral Nurture, Staging Consultation, Professional Photography Coordination Tools & Systems: ARMLS / MLS, Follow Up Boss, DocuSign, Dotloop, Canva, Zillow Premier Agent, Matterport, Excel EDUCATION Bachelor of Science in Business Administration Arizona State University — Tempe, AZ 2022 GPA 3.5 LICENSE - Arizona Real Estate Salesperson License - Accredited Buyer's Representative (ABR), NAR - REALTOR Member, NAR / ARMLS	PROFILE Licensed Real Estate Agent with 3.5 years of experience representing buyers and sellers in the Phoenix metro area. Closed 68 transactions totaling \$31M in sales volume, averaged 98.6% of list price and 19 days on market, and earned a 4.9-star client rating across 60+ reviews. Skilled in listing strategy, buyer representation, negotiation, market analysis, and digital marketing. EXPERIENCE Real Estate Agent Jun 2023 – Present Desert Crest Realty — Scottsdale, AZ - Closed 68 transactions totaling \$31M in sales volume over 3.5 years; 2024 production of \$14.2M ranked top 10% of a 120-agent brokerage. - Listed homes sold at an average of 98.6% of list price and 19 days on market, versus a 31-day market average. - Represent first-time and move-up buyers through search, offer, inspection, and close; negotiated an average of \$9,400 in credits per transaction. - Generated 60% of business from referrals and past clients; earned a 4.9-star rating across 60+ client reviews. - Produce video tours and social content that generate 40+ qualified leads per month. Real Estate Agent (Team Associate) Jul 2022 – May 2023 Valley Premier Homes Team — Phoenix, AZ - Supported a 4-agent team on 22 closed transactions worth \$9.6M, managing showings, paperwork, and follow-up. - Hosted 30+ open houses that produced 120 new leads and 6 closed deals. - Prepared CMAs for 80+ listing appointments with a 55% conversion to signed listing agreements. - Coordinated inspections, appraisals, and escrow timelines with a 97% on-time closing rate. AWARDS & MEMBERSHIPS Rising Star Award 2024; Top Producer 2025; Member, National Association of REALTORS and Arizona Association of REALTORS.		