

KELSEY MINK

Real Estate Agent

CONTACT



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kelseymink.com

EDUCATION

Northeastern State University

2008-2012

B.A. Financial Management

CERTIFICATIONS

- Licensed Oklahoma Real Estate Agent
- Residential Construction Certified (RCC)
- Certified New Home Specialist (CNHS)

KEY SKILLS

- Real estate market analysis and pricing strategies
- Contract negotiation and transaction management
- Social media and digital marketing for real estate
- Strong interpersonal and communication skills
- Community engagement and local market expertise
- Client relationship management and lead generation



ABOUT ME:

I am an experienced Real Estate Agent with a passion for helping clients find their dream homes or investments. I have extensive experience in the industry, including 8 years in real estate sales and 5 years in mortgage lending. I am knowledgeable about the latest market trends and I pride myself on my ability to negotiate the best deals for my clients and to navigate complex real estate agreements. I am highly organized, detail-oriented, and have strong communication skills.

WORK EXPERIENCE:

LICENSED REAL ESTATE AGENT

Century21 First Choice Realty | January 2017 - Present

- I provide personalized guidance tailored to your needs, whether you're buying your first home, upgrading, or investing in property.
- My detailed market analyses ensure that you have accurate pricing strategies and competitive offers, giving you an edge in any market.
- Through my innovative marketing strategies, including professional photography, virtual tours, and targeted social media campaigns, your property will receive maximum exposure and attract the right buyers.
- I host engaging open houses and educational events to connect with the community and provide you with valuable insights about the market.
- I skillfully negotiate contracts and manage every detail of the transaction process to protect your interests and ensure a smooth and stress-free experience.

MORTGAGE LOAN ASSISTANT & CLOSER

March 2012 - December 2016

- As a Mortgage Loan Assistant, I provided critical support in gathering and reviewing client documentation, ensuring accuracy and compliance with lending requirements.
- Maintained clear and consistent communication with clients to guide them from application process to final approval, addressing questions and resolving issues promptly.
- Collaborated with underwriters and loan officers to facilitate smooth and timely loan approvals.
- In my role as a Mortgage Loan Closer, I meticulously prepared and reviewed closing documents to ensure all conditions were met prior to funding.
- Coordinated with title companies, lenders, and other parties to guarantee seamless and accurate closings for clients.
- Leveraged my attention to detail and organizational skills to manage multiple transactions efficiently while maintaining client satisfaction.