

# KAREN SMITH



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2556 Spring Lane, Saylorsburg,  
PA



## PROFILE

I am a client engagement specialist/success coordinator with over 5 years of skilled experience in real estate recruiting, meeting scheduling, managing client pipeline and data collection. Phenomenal communication, negotiating and oral skills as well as effective and proficient organizational skills. A team player with an attention for detail.

## SKILLS

- CRM platforms and data analytic systems
- Google Suites and Microsoft Office
- Organized, detail oriented
- Multitasking
- Proactive problem-solving
- Efficient project management
- Strong communication skills both written and verbal

## EXPERIENCE

### SUCCESS COORDINATOR

#### Recruiting Insight

2023-2025

- Identify, source, solicit and support top brokerage talent
- Conduct and collate market research referral networks and report to broker/owner and management team
- Call, email, text, video chat and social media to communicate with potential talent to join
- Build strategic relationships with clients and effectively work candidate pipeline.

### PARA PROFESSIONAL ASSOCIATE

#### Pleasant Valley School District

2010-2019

#### Stroudsburg School District

2008-2009

#### Hopatcong School District

2000-2001

- Assist teachers with classroom instruction, learning and behavior management and support
- Support, supervise and assist students in daily instruction

### THERAPEUTIC STAFF SUPPORT

#### Youth Advocate Inc

2009-2014

- Implement prescribed treatment plans and behavioral interventions to at-risk children/adolescents with emotional and mental issues that include ADHD, autism and mental illness in school, home or community environments

## EDUCATION

William Paterson University, NJ

1984-1986

1988-1990