

Savita Robinson

Hamilton

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Work Experience

Real Estate Sales Consultant – Part time

Lodge – Nov 2025 to June

- Prospect for Potential Residential houses to sell.
- Cold Call Client homes, build rapport and book property appraisals.
- Manage Client database, schedule call backs and follow ups.
- Post and email quarterly newsletters to databases of existing potential clients.
- List properties for sale and assist customers to get their properties ready for the market by organizing house cleaning inside and out, book contractors, assist with redoing carpet, painting etc. soft stage the property to maximize presentation to optimize sale price.
- Attending open homes, private views.
- Refer customers to mortgage brokers.
- Help buyers to make offers.

Sales Professional – Part time

Michael Hill – Hamilton City, July 2024 – Dec 2025

- Welcome and connect with customers
- Build trust and rapport with customers
- Identify customer needs and assist with their purchasing requirements
- Transition customer to “buying today”
- Help customers apply for interest free credit.
- Process Sales and returns
- Receive stock and send repairs to vendors
- Store merchandising.
- Key holder, Open and Close Store.

Real Estate Sales Consultant – Part time

Arizto - Hamilton City, November 2023 to July 2024

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Airbnb Management Wellington City,
Wellington February 2022 to April 2024

- Manage x2 Airbnb's.
- I manage booking.com and Airbnb apps.
- Monitor bookings.
- Answer queries.
- Arrange for cleaner to clean properties.
- Manage property maintenance.

Accounts Receivable Accounts Payable Company Administrator

High Performance Milling Ltd - Wellington City,

Wellington July 2021 to March 2024

- Send client invoices for transport or milling work completed.
- Reconcile banking in Xero.
- Follow up on overdue accounts.
- Enter employee hours for payroll.
- Accounts payable and receivables.
- Assist director with any company initiatives.
- Book staff accommodation and travel.
- Apply for funding.
- Process new employees into the system.
- Assist accountant with GST and end of year returns.

Real Estate Sales Consultant

Harcourts Real Estate - Wellington City,

Wellington May 2010 to October 2023

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- Attending open homes, private views.
- Refer customers to a mortgage broker.
- Help buyers to make offers.

As a successful real estate salesperson in Wellington since 2010, I worked with a business partner Anne Zhou. We were able to cater for all in the community. We have reached the top twenty agents in Wellington and received multiple accolades.

Avon District Sales Manager

Avon - Wellington City, Wellington

February 2008 to February 2010

Having been a successful Avon salesperson and STR trainer, getting the role as District Sales Manager when the DSM went on parental leave was really the next step.

- Organize and schedule District New Product Launches
- Organize product return locations and pickups.
- Monitor overdue accounts.
- Monitor Sales statistics and implement strategies to increase sales.
- Train new salespeople and STR trainers
- Inspire and motivate salespeople.
- Attending Annual training and conference.
- Meet District KPIs

During my time as DSM, I was able to meet the district KPIs.

Previous roles held:

NZ Resuscitation Council:

Not for Profit Sector

Resource Coordinator, Membership Coordinator, Board Minute taker Secretarial Support **Full time 2 years**

NZ Hairdressing Association Secretary **Part-time 2 Years Not for Profit Sector**

Reid Research: Door to Door Market Researcher **Part-time**

Neilsen Research: Door to Door Market Researcher **Part-time**

Hamilton City Council: Roads and Traffic Administrator **Full-time 1 Year**

Timeshare: Receptionist **Fulltime 1 Year**

Bendon: Sewing Machinist **Fulltime 5 Years**

Skills

- Marketing (10+ years)
- Executive Support (10+ years)
- Retail Sales (3+ years)
- Sales Management (10+ years)
- Recruiting (10+ years)
- Negotiation (10+ years)
- Microsoft Office (15+ years)
- Web marketing (10+ years)
- Property Management of Airbnb's (2 years)
- Cold calling (10+ years)
- Customer service (15+ years)
- Property maintenance (10+ years)
- Relationship management (15+ years)
- HR Payroll 3+ years)
- Contract Negotiation (15+ years)
- Residential Cleaning Not afraid to muck in when required (2 years)
- Website Management (5+ years)

Certifications and Licenses

NZ Real Estate Salesperson License Level 4

I also hold **Business Administration Unit Standards**

Full Driver's License

Attended Trusteeship training delivered virtually by the Maori Land Court 13 Feb 2024