

# TEZHIA DAWKINS

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## PROFESSIONAL SUMMARY

Service-focused professional with excellent hospitality & project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Polished, hardworking and willing to go the extra mile to complete any task.

## SKILLS

- Business partnerships
- Record keeping
- Application processing
- Event planning
- Sales and marketing aptitude
- Appointment scheduling

## WORK HISTORY

**Leasing Specialist**, 06/2018 to Current

**Premier Placements** – Metro Atlanta, GA

- Enthusiastically greeted potential residents, existing residents with strong focus on resident retention along with explaining community amenities, requirements, & qualification process.
- Have prospect complete application and secure deposit in accordance with the company procedures and Fair Housing requirements.
- Show & tour approved units with clients.
- Resolved resident complaints and maintained accurate records of action taken.
- Escalated any major issues to the property manager for immediate remediation.

**Investor's Agent/ Analyst**, 06/2018 to Current

**Evergreen Investment Realty** – Duluth, GA

- Provide financial analysis in support to the financing, acquisition, marketing and leasing of a specific property.
- Give professional advice to real estate investors/companies and other firms in the business based on the economic conditions, market trends and their financial situation.
- Evaluate client's portfolio & help negotiate lease and mortgage contracts and coordinating loans.

**Leasing Agent/ Asst Property Manager**, 06/2017 to 04/2018

## PACIFIC HOLDINGS GROUP – Metro ATL, GA

- Utilized proven sales techniques by offering and helped residents resolve maintenance issues
- Coordinated the apartment make-ready process, leased apartments to prospective residents and managed the sales process from start to finish
- Collected rents, secured bank deposits, processed apartment security deposits and managed accurate application files
- Responsible for monthly resident retention reporting, advertising reports and devised marketing strategies

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### EDUCATION

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#### **BARNEY FLETCHER'S REAL ESTATE SCHOOL**

METRO BROKERS REAL ESTATE ACADEMY

#### **SCHOOL OF AUDIO ENGINEERING (SAE)**

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### CERTIFICATIONS

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Real Estate Salesperson License

Fair- Housing Certified

CPR Certified

Multiple Choice

A B  1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

D A  2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

D C  3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

A 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top

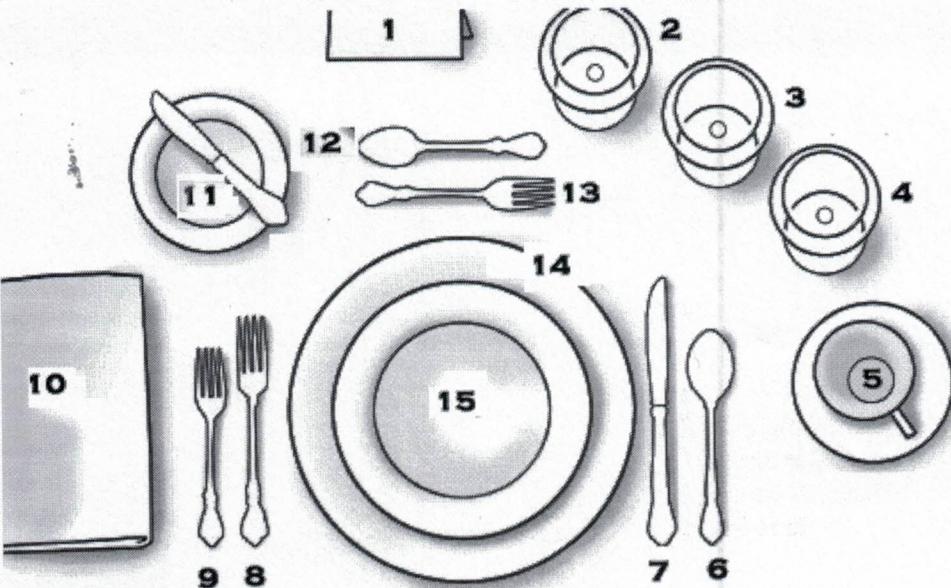
D 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

82%

Match the Correct Vocabulary

<u>D</u> Scullery	<input checked="" type="checkbox"/> A. Metal buffet device used to keep food warm by heating it over warmed water
<u>E</u> <del>Ortix</del> Queen Mary	<input checked="" type="checkbox"/> B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
<u>A</u> Chaffing Dish	<input checked="" type="checkbox"/> C. Used to hold a large tray on the dining floor
<u>B</u> French Passing	<input checked="" type="checkbox"/> D. Area for dirty dishware and glasses
<u>G</u> Russian Service	<input checked="" type="checkbox"/> E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
<u>F</u> Corkscrew	<input checked="" type="checkbox"/> F. Used to open bottles of wine
<u>C</u> Tray Jack	<input checked="" type="checkbox"/> G. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the Correct Vocabulary

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>16</u>	Wine Glass (Red)
<u>13</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u>	Wine Glass (White)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u>	Teaspoon
<u>13</u>	Dessert Fork
<u>6</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>X 2</u>	Water Glass

Fill in the Blank

1. The utensils are placed 1 - 2 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, cream.
3. Synchronized service is when: you & ~~as~~ team place food on table same time
4. What is generally indicated on the name placard other than the name? Seat #.
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? let the chef know.