



Wei-Ling Tan

LEASING & SALES REPRESENTATIVE CLIENT SERVICES COORDINATOR

CONTACT PHONE :

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EDUCATION

Carleton University 2005 - 2009

Biology and Environmental Sciences (BSc program, 4 years)

Algonquin College 2010 - 2013

Psychology (1 year) & Veterinary Technician (2 years)

Ontario Real Estate College 2020 - 2021

Graduated with +90% average (Supplementary: Principals of Appraisals 92%)

Royal Conservatory of Music

3 Years Teaching + Piano (Gr.10) Violin (Gr.9) and Music Theory (Gr.6)

WORK EXPERIENCE

Decathlon Commercial / CDN GLOBAL Ottawa [Salaried Sales Agent]
March 2022 – January 2024

Newly licensed and eager to practice, I found a salary position at Decathlon Commercial which shortly thereafter transitioned to the Ottawa office of CDN GLOBAL. Brought onto the team's listings, I was able to convert most inquiries to tenant rep and completed over \$8.68M in retail leasing deals, \$3.5M in property sales, and a further \$600K+ in industrial & \$7K in office leasing deals. Many deals remain unaccounted for leading me to transfer brokerages to Capworth Commercial.

Zinati Realty Commercial Brokerage [Office Administrator]
August 2021 – December 2021

Well versed with the intricacies of Matrix, Faltour and compliance to regulating bodies focus on learning new databases specific to commercial real estate. Having newly graduated from OREA college, I am knowledgeable of procedures and contract requirements. With a fine eye for detail, an affinity for numbers, and a genuine desire to help individuals and obtain order, my customer service-oriented prerogative is exhibited in my contracts and correspondence with clients, potential customers and co-operating agents alike.

Royal LePage 'Perhar Team' [Broker's Assistant, Woodroffe Office]
November 2019 – March 2020 [COVID-19 Restrictions]
Responsibilities included drafting offers, coordinating showings, maintenance and repair work, comparing contractor quotes and market value analyses, obtaining new home builds and sales information, correspondence with tenants and prospective clients, drip marketing campaigning and much more. Was being groomed to take over Property Management responsibilities.

'The Vertex Team' Royal LePage Team Realty [Broker's Assistant]
April 2018 – September 2019
Client service coordinator, responsible for legal paperwork, all client interactions, property viewings, team meetings, networking, data maintenance and management, invoicing, taxes, drip marketing, contractor/photographer/staging scheduling, advertising, client program design, social media marketing, etc. Also responsible for all Rental Property Management billing and services. Well versed with Faltour / Nexone, Matrix, GeoWarehouse, Webforms, etc.

Innovative Professional Offices [Client Services Director]
July 2015 – December 2015 [Temporary Contract]
Facilitated transition of entire system changeover to new provider. Implemented new financial system to track exact usage of mailing, phone and reception services to over 200 clients. Improved efficiency of scheduling, billing and advertising services.

iCentre / Happy Travels [Cairns CBD, Australia]
December 2014 – March 2015 [Working Holiday Visa]
Operated a store closest to the beach in the main city business district and was promoted to manager within a month due to record setting sales performance and repeat customers from friendly, helpful, and thorough information provided to customers. Obtained Designation as Regional Top Salesperson within 2 months!

OTHER CERTIFICATIONS

- Full G & M Class Licenses (Manual Transmissions); ATV owner/enthusiast
- Nitrox and Deep-Sea Certified SCUBA diver • Standard First Aid and CPR
- Restricted and Non-Restricted Possession & Acquisition Firearms Licenses

I'm a friendly, energetic, and helpful woman, confident that I would be a knowledgeable addition to your representation. I'm familiar with proper procedures, have the benefit of recent up-to-date education and experienced mentors with over 50+ combined years actively working in commercial real estate. I am genuinely eager to execute new methods and learned tricks-of-the-trade to benefit my clients.

I have international experience in various careers, over many years, across several continents, and as a result, am well versed in communicating with uncommon ethnicities, and demonstrate many skillsets from travel and sales, to administrative services, from restaurant experience, to business acumen, management knowledge, and much more; I bring a wide-range of skills to the table.

I perform very well in high-demand, fast paced environments while maintaining a clear customer focus; I'm committed to quality and service with a smile, adhering to the highest of standards.

RELEVANT EXPERIENCE

- 20+ years of Sales & Customer Service
- 9+ years in Hospitality Management
- 5+ years in Administrative Management
- 2+ years in Residential Real Estate
- 4+ years in Commercial Real Estate
- Resourceful, reliable and hard working
- Pro-active, creative and deliberate
- Resourceful and a very fast-learner
- Proficient with many computer systems including Excel, Publisher, Adobe etc.
- Skilled at industry specific databases including CoStar, PropTX, Buildout, etc.
- Possesses strong communication skills: bilingual (English/French) and currently learning Spanish (presently amateur level)