

Rick Gordon

NMLS #2172481 - Insurance Agent # QU799

Merchantville, NJ

rick.gordon0@gmail.com

+1 856 366 0539

With my extensive and recent experience in the Sales, Team Building and Business Development and the Real Estate, Insurance and Mortgage industries , I am looking for an opportunity with an employer who sees that I will be a great fit at their company.

Authorized to work in the US for any employer

Work Experience

Insurance Agent

Bankers Life - Mount Laurel, NJ

October 2022 to Present

Insurance Agent at Bankers Life who services individuals interested in Life insurance, Disability/Long Term Care and Medicare through setting appointments and contacting clients.

Real Estate Referral Agent

South Jersey Referral Network - Cherry Hill, NJ

September 2021 to Present

Specializes in:

- Identifying the needs and interests of Buyers and Sellers ranging from Budget, preferred location and style of Home/Property
- Creating Realtor-Client connections and establishing long term relationships
- Implementing networking strategies to reach out to potential clients who may be in need of or are looking for a Realtor

MCO - Mortgage Contact Officer

AnnieMac Home Mortgage - Mount Laurel, NJ

May 2022 to June 2022

Specialized in:

- Calling and making first contact with potential and repeat consumers
- Transferring potential and repeat consumers to licensed loan officers over the phone immediately after making first contact

Pre-Processor

CoreTitle - Mount Laurel, NJ

September 2021 to December 2021

Pre-processor at Core Title who specializes in the following:

- Assisting Title Processors with retrieving Closing Documents
- Data entry duties which include inputting Loan and Closing information on Closing Disclosures and ALTA Statements and proofreading and reviewing documents
- Scheduling Closings and reviewing, entering and coordinating Closing Date information

Realtor Associate

Keller Williams Realty of Cherry Hill - Cherry Hill, NJ
September 2017 to October 2021

Specialized in:

- Working with Real Estate Investors
- Assisting First Time Home Buyers and Renters
- Data and Market Research
- Financial Strategies
- Organizational Methods
- Forming and maintaining both Client & Business Relationships
- Cash Handling and Financial Advisement when Necessary
- Risk Assessment for both Purchasing & Selling Property
- Negotiating Closing terms on a Client's behalf at their request

Junior Loan Officer

Financial Freedom Mortgage, LLC - Mount Laurel, NJ
March 2021 to August 2021

Junior Loan Officer specializing in:

- Interviewing consumers via phone to determine their financial standing for a loan
- Working side by side with Loan Officers in evaluating loan applicants while gathering pertinent information required for the loan application process
- Calculating ratios and percentages pertaining to specific information needed in determining a loan applicant's eligibility

Sales Representative

Romilus Art Gallery - Cherry Hill, NJ
February 2021 to March 2021

Specialized in:

- Taking, assessing and organizing Inventory
- Reviewing total artworks sold at the end of the work day and week
- Direct sales to both clients and customers

Preparing artwork orders for pickup and delivery

Sales Associate

Cherry Hill Mitsubishi of Cherry Hill - Merchantville, NJ
October 2019 to December 2019

Specialized In:

- Relationship Building
- Vehicle Transactions
- Marketing Strategies
- Vehicle Business Acumen
- Daily operation of the CRM System

Sales Associate

Macy's - Cherry Hill Mall, NJ
November 2014 to December 2014

Specialized in:

- Temporary sales associate responsible for stocking products and inventory
- Maintaining company standards for safety and accountability for inventory in the stock area
- Main focus was to provide excellent customer service by upholding company aesthetic appeal throughout store
- Assisting customers by addressing any questions, comments or concerns
- Solving issues within the store such as customers may have as well as problems that may arise with the store merchandise
Covered transaction both in person and online
- Trusted to handle money and prepare deposit slips for end of day

Education

Bachelor's in Business Management

Rutgers University - Camden, NJ
September 2013 to May 2017

High school diploma or GED

LEAP ACADEMY UNIVERSITY CHARTER HIGH SCHOOL - Camden, NJ
September 2009 to June 2013

Skills

- Microsoft Office Suite: Power Point, Excel and Word (6 Years)
- Adobe Photoshop and After Effects (4 Years)
- Digital Editing: Photo, Sound and Video (4 Years)
- Quickbooks and Accounting (4 Years)
- Client Relationships (9 years)
- Research and Writing (7 Years)
- Market Research (5 years)
- Sales Experience (9 years)
- Branding (5 years)
- Adobe Illustrator (7 years)
- Market Analysis (5 years)
- QuickBooks (3 years)
- Bookkeeping (3 years)
- Social Media Management (5 years)
- Business Development (5 years)
- Fair Housing Regulations (3 years)
- Leasing (3 years)
- Section 8 (3 years)
- Video Editing (10+ years)
- SEO (3 years)
- Public Relations (4 years)
- Presentation Skills (6 years)
- Public Speaking (10+ years)
- Sales Experience (4 years)
- Customer Service (4 years)
- Client Relations (4 years)
- Client Management (4 years)
- Java (2 years)
- JavaScript (2 years)
- Property leasing (5 years)
- Graphic Design (5 years)
- Video Production (5 years)
- Adobe Premiere (5 years)
- Yardi (2 years)
- Filing (2 years)
- Data entry (5 years)
- Clerical experience (5 years)
- Proofreading (10+ years)

- Content Development (4 years)
- Google Analytics (5 years)
- Documentation review (4 years)
- Web Design (3 years)
- Analytics (5 years)
- Marketing (4 years)
- Facebook Advertising (4 years)
- Digital Marketing (4 years)
- Advertising (4 years)
- Public relations (4 years)
- Analysis skills (5 years)
- Marketing (5 years)
- Email marketing (3 years)
- Sales analysis (5 years)
- Social media marketing (4 years)
- Social media management (4 years)
- Search engines (4 years)
- Paid Search (4 years)
- Negotiation (3 years)
- Contract negotiation (3 years)
- Typing (8 years)
- Data management (4 years)
- Statistics (3 years)
- Google Ads (3 years)
- Salesforce (4 years)
- Budgeting (5 years)
- Windows (10+ years)
- Google Suite (4 years)
- Risk analysis (5 years)
- Risk management (5 years)
- Salesforce (4 years)
- Profit & loss (5 years)
- Data analytics (6 years)
- Live chat (5 years)
- Microsoft Project (4 years)
- Web development (4 years)
- Administrative experience (3 years)
- Business analysis (5 years)
- Business development (5 years)
- Administration (5 years)

- Marketing, Advertising & Public Relations (5 years)
- Schedule management (5 years)
- E-commerce (4 years)
- WordPress (3 years)
- Google Docs (6 years)
- Information management (4 years)
- MailChimp (3 years)
- Adobe Acrobat (7 years)
- Copywriting (3 years)
- SQL (3 years)
- CRM (3 years)
- Insurance sales

Awards

SAFE New Jersey Mortgage Law Review Certification

June 2021

After completing the required pre-licensing 4 hour Mortgage Law Review Course for the state of New Jersey, I have received the Certificate of Completion.

SAFE Maryland Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 5 hour Mortgage Law Review Course for the state of Maryland, I have received the Certificate of Completion.

SAFE Pennsylvania Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 3 hour Mortgage Law Review Course for the state of Pennsylvania, I have received the Certificate of Completion.

SAFE Florida Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 2 hour Mortgage Law Review Course for the state of Florida, I have received the Certificate of Completion.

SAFE North Carolina Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 4 hour Mortgage Law Review Course for the state of North Carolina, I have received the Certificate of Completion.

SAFE Texas Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 3 hour Mortgage Law Review Course for the state of Texas, I have received the Certificate of Completion.

SAFE Ohio Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 4 hour Mortgage Law Review Course for the state of Ohio, I have received the Certificate of Completion.

SAFE Washington State Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 4 hour Mortgage Law Review Course for the state of Washington State, I have received the Certificate of Completion.

SAFE Colorado Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 2 hour Mortgage Law Review Course for the state of Colorado, I have received the Certificate of Completion.

SAFE California Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 2 hour Mortgage Law Review Course for the state of California, I have received the Certificate of Completion.

SAFE West Virginia Mortgage Law Review Certification

June 2022

After completing the required pre-licensing 4 hour Mortgage Law Review Course for the state of West Virginia, I have received the Certificate of Completion.

20 Hour SAFE Comprehension Certification

After completing the required pre-licensing 20 Hour SAFE Mortgage Courses, I have received the Certificate of Completion.

Certifications and Licenses

Real Estate License

September 2017 to June 2019

Real Estate License

September 2017 to June 2023

Acquired Real Estate License in September 2017 and currently active under the Keller Williams Realty of Cherry Hill brokerage.

NMLS

June 2021 to Present

Registered on the NMLS with a 7 digit unique Identifier #2172481

Life & Health Insurance License

Additional Information

References:

- Talicia Bryan
Consumer Direct Sales Manager
AnnieMac Home Mortgage
Mobile: 202-390-8081
Email: tbryan@annie-mac.com
- George Denney
Keller Williams Realty of Cherry Hill
Mobile: 609-332-4172
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- James Day
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