ROBERT SMITH

Assistant Asset Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Multi-faceted and reliable professional with experience in real estate, interior design, and sales. Proficiency in all aspects with a focus on asset management and overall performance of property internally and within market. Excellent inter-personal skills with ability to handle complex and fluid situations.

CORE COMPETENCIES

Bilingual - English/Spanish, MS Office, Suite Identifying Trends.

PROFESSIONAL EXPERIENCE

Assistant Asset Manager

ABC Corporation - June 2005 – June 2009

Key Deliverables:

- Organized and managed the largest portfolio in the company (over 250 loans), which included all California properties.
- Managed a portfolio that consisted of bond loans and affordable housing.
- Point of contact for Borrowers for all items related to the loan.
- Monitored inspections and overall performance of properties.
- Contributed to the refinement of the 3MAX deals to Fannie Mae reporting.
- Successfully corrected document inconsistencies between the Origination and Asset Management divisions that contributed to a reduction in incorrect payments and late charges.
- Ensured borrower compliance with Fannie Mae guidelines and legal documents.

Asset Manager

ABC Corporation - 2001 – 2005

Key Deliverables:

- Managing and directing real estate agents, vendors and closers during the life cycle of an REO property.
- Manage portfolios of REOs and obtain highest net selling price possible, enter into agreements for the marketing of a disposition of properties.
- Coordinate and manage vendors, property rehab/presentation, supervise repairs, review bids, award contracts, quality control, ensure final cost does not exceed approved.
- Create viable business plans that will maximize returns for investors/clients.
- Prepare analysis, financial, marketing, physical status of property (occupied/vacant) on an ongoing basis.
- Prepare client reports as needed; establish marketing strategies utilizing BPOs, appraisals, 2nd Opinion value.
- Create budgets for REO Assets - negotiate contract with lenders/agents, manage escrow process..

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Assistant Asset Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- Bachelor of Professional Studies in Computer Information Systems - 2008(University of Mary Washington)

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**