ROBERT SMITH

Agency Leasing Associate

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

SUMMARY

Agency Leasing Associate with strong leadership and supervisory skills and solid management experience seeks to apply training and experience within a challenging and rewarding business administrative/management position. Self-motivated and a go-getter, like to lead and shape a team to achieve organizational goals and set new milestones for self and team development.

CORE COMPETENCIES

Customer Service, Administrative Duties, Management, Human Resources.

PROFESSIONAL EXPERIENCE

Agency Leasing Associate

ABC Corporation - June 2014 – August 2014

Key Deliverables:

- Answered phones, respond to leads via phone and email.
- Filing and taking prospects on tours of the property. Such a short term at this job due to relocation.
- Handled all word processing and typing.
- Entered data for reports & Helped plan and organize company functions.
- Answered the telephone and represented the company in a professional and businesslike manner.
- Helping Resident with leasing agreement and renewing lease agreements Collecting rent from a resident, Making a deposit.
- Responsible for helping the Leasing Manager with all aspects of leasing office spaces.

Leasing Associate

ABC Corporation - 2009 – 2014

Key Deliverables:

- Showing market-ready units to potential residents, be familiar with each floor plan and prices.
- Assist in the lease renewal process, prepare correspondence such as thank you notes and other assigned by the manager, regular inspections of vacant units.
- Assist in resolving resident complaints and answers any residents questions.
- Assist with the overall appearance of the property, office and model units, follow the progress of maintenance requests, daily and weekly updates of traffic and occupancy reports, understanding of Fair Housing Laws.
- This is Dummy Description data, Replace with job description relevant to your current role.

2259 Oak Street, Old Forge, New York, 13420

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EDUCATION

BS in Massage Therapy - 2013(Arizona School of Massage Therapy - Phoenix, AZ)

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