

Objective

Highly qualified Licensed Real Estate Agent with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

Skills

Web Design, Sales, Real Estate Marketing,

Work Experience

Licensed Real Estate Agent III

ABC Corporation - 2003 – 2020

- Conducted detailed meetings with customers to examine their needs, explained process and requirements, put together application packages, pulled credit and collected necessary documents.
- Showed apartments to prospective clients.
- Previewed new listings daily.
- Marketed properties for sale and rent.
- Originated unique lead generation system.
- Utilized extensive web marketing/systems.
- Kept up to date on new marketing & technology strategies.

Licensed Real Estate Agent

Delta Corporation - 2000 – 2003

- Commissioned Based Realtor covering Western Massachusetts and Northern Connecticut Area.
- Sold and leased residential homes; General office, faxing, spreadsheets, file up-keep; Customer relations; Appointment scheduling; Data entry; Answer .
- Buyer and seller representative averaging multiple sales per year Managed and maintained yearly budget, maintenance schedule and bid requests for HOA .
- Description Represented buyers and sellers in the transaction of homes sales; completed market analysis to determine market value of residential .
- Interview and network with prospective clients - Rent, buy, and sell properties for clients - Perform market research and maintain knowledge of .
- Fiduciary responsibilities including privacy and ethical representation of clients best interest.
- Serviced clients needs in property leasing, renting & purchases Gathered information about markets and competition Managed paperwork corresponding .

Education

Real Estate - (New York Real Estate Institute)