

# ROBERT SMITH

## Real Estate Intern

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A full time permanent position utilizing a Bachelor's degree with a major in Psychology and a Master's degree in counseling with a concentration in family and marriage therapy.

## EXPERIENCE

### Real Estate Intern

#### ABC Corporation - FEBRUARY 2005 - JANUARY 2008

- Responsible for answering phones, scheduling appointments, leading complex tours providing customers with leasing and rental information, and organizing and filing resident complaints.
- Managed resident accounts payable and receivable and was in charge of performing background checks for new renting customers.
- Conducted audits of resident files and collect missing information for pages that were not signed in the rental lease.
- Co-produced a monthly newsletter for all residents of University House Apartments.
- Coordinated events with vendors to raise money.
- Assisted with the marketing of Apartments on the University campus.
- Paperwork, answering phone calls, and speaking with clients, addressing letters for open houses and events, basic computer responsibilities.

### Real Estate Intern

#### Delta Corporation - 2001 - 2005

- Developed key business skills, such as working with clients, and with landlords in facilitating lease negotiations.
- Moreover, established landlord relations and became certified in being a property manager.
- The only intern in company history to become a property manager.
- Was a top broker in the company when left and set the record for every measurable metric by an intern in the company's history.
- Paperwork, answering phone calls, and speaking with clients, addressing letters for open houses and events, basic computer responsibilities.
- Created marketing packages that presented different multi-family homes containing sales and rent comparables, personal photography, and statistical.
- Worked with and shadowed a 2015 Five Star Professional real estate broker.

## EDUCATION

- Master's in Family and Marriage Counseling - 2008(Our Lady of Holy Cross College - New Orleans, LA)

## SKILLS

Business Analysis, Copywriting, Copyediting, Social Media Management, Microsoft Office Suite, Photoshop, InDesign.