

# ROBERT SMITH

## Residential Real Estate Sales Agent

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Passionate, mission centric leader driven by company and personal value system. Proven ability to instill a shared vision uniting individuals as a team for a shared sense of purpose. Self-motivated team builder and sales manager able to thrive in independent and collaborative environments. Leader in creating cultures of involvement and personal development. Results-driven business leader consistently ranked in the top percentile of sales and leadership performance by exceeding business objectives and exemplifying company values.

## EXPERIENCE

### Residential Real Estate Sales Agent

#### ABC Corporation - 2004 - 2004

- Primary contact between the clients and prospective tenants in the Property Management Department.
- Represented purchase offers to sellers for consideration.
- Monitored fulfillment of purchase contract terms to ensure that they are handled in a timely manner.
- Acted as intermediary in negotiations between buyers and sellers over property prices and settlement details and during the closing of sales.
- Check work completed by loan officers, attorneys, or other professionals to ensure it is performed properly.
- Generated list of properties for sale, their location, descriptions, local zoning, building laws, and growth possibilities of the area where a property is located.
- Acted as an intermediary in negotiations between buyers and sellers, generally representing one or the other.

### Real Estate Sales Agent

#### ABC Corporation - 2000 - 2004

- REAL ESTATE Along with part time teaching as a professor, I have worked as a real estate agent for the last thirty years.
- My wife and I owned three income properties, and I managed them all.
- My real estate license lapsed in 2011, when I became the sole caretaker for my wife, who was suffering from throat cancer.
- Now that this crisis is over, I plan to again obtain my real estate license.
- 2003-2007 AFG Realty, 7237 Joshua Lane, Yucca Valley, California, 92284.
- Broker/Manager, Steven Armstrong - cell 760-221-2023.
- Specialized in residential properties with an emphasis on retirees and first time home buyers..

  

## **EDUCATION**

- Associate in Paralegal Studies - (Saint Petersburg College - Saint Petersburg, FL)
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## **SKILLS**

Sales, Customer Relations, Negotiation, Presentation Skills, Microsoft Office, Marketing, Education, Customer Service.