Robert Smith

Realty Specialist

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SUMMARY

Realty Specialist is analyzing space utilization requirements and make recommendations on reuse, communicating effectively, both orally and in writing, using tact and diplomacy, Reviewing applications for or receives expressions of interests for airport, public park and recreation, historic monument, wildlife conservation, correctional, educational, public highway and homeless interests.

SKILLS

Me ditech, Microsoft Office, Interpersonal Skills.

WORK EXPERIENCE

Realty Specialist

ABC Corporation - October 2002 – November 2012

- Performed long and short range planning of space acquisition, assignment and lease administration.
- Managed an interdisciplinary team of design, construction, legal, and financial consultants.
- Assembled acquisition plans and strategies by performing comprehensive market survey.
- Volunteered as a teacher for an Adobe Photoshop class at the Putnam County Library.
- Worked with Daily Bread, a Florida based homeless shelter, on providing fresh fruits and vegetables to residents.
- Established relationships with many central Florida volunteer organizations.
- Organized weekly pick-up of items for bi-weekly volunteer events.

Realty Specialist

Delta Corporation - 2000 – 2002

- Mobile, Alabama United States Supervisor Derrick Moton- 251 690-2555 Contract Yes Pay Grade GS-1170-9 Performs work on a variety of complex real property disposal, utilization and management actions within the region.
- Dispose of a variety of lands and facilities of considerable value or complexity.
- Reviews Reports of Excess including supporting documents (land descriptions by metes and bounds, building and equipment descriptions, attorneys title reports, appropriate descriptions and necessary restrictions/reservations on conveyance, appraisals.
- Inspect properties to determine status and condition and suitability for various uses.
- And I provide appropriate notices.
- Screens within GSA and with other Federal agencies for further Federal need.
- Employee grants easements; or issue leases, licenses, and/or permits for a variety of uses, both public and private.

EDUCATION

Business Administration

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