

ROBERT SMITH

Sr. Relocation Coordinator

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

SUMMARY

Led tours of premier retirement facilities, answered questions about available programs and counseled prospective residents, networked and partnered . Works with property management and clients to resolve any issues following movein. Builds productive and effective relationships with clients, and continually assesses opportunities to expand client relationships.

CORE COMPETENCIES

Customer service, Relocation process.

PROFESSIONAL EXPERIENCE

Sr. Relocation Coordinator

ABC Corporation - September 2007 – August 2020

Key Deliverables:

- Assisted with organizing and structure Cash for Keys program for REO department.
- Managing and coordinating all Cash for Keys offers.
- Calculated offer amount and issuing Cash for Keys instructions and agreement to Brokers.
- Negotiated Cash for Keys amounts and vacancy timeframes by communicating with Brokers and occupants.
- Reviewed Cash for Keys agreements and occupants W9 forms insuring correct information is completed for checks to be processed.
- Coordinated Cash for Keys checks and broker bonus checks with property preservation companies.
- Communicated with Brokers; Eviction Attorneys; Occupants; Coworkers on issues dealing with Cash for Keys.

Relocation Coordinator

Delta Corporation - 2002 – 2007

Key Deliverables:

- Provide Relocation Consulting and Settling-In services for Families moving to the US from abroad.
- Services include Apartment search, Social Security and Drivers registration, bank account set-up, etc.
- Included interpretation for Japanese families comprising about 1/3 of clients.
- Maintain customer relations with national account while maximizing company profitability.
- Claims Adjuster Review and adjust claims according to rules and regulations.
- Assigned jobs to repair shop for repair.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Associates of Applied Science Degree - Administrative Office Management in Business - 2003(Virginia College of Austin - Austin, TX)