

Real Estate Broker Resume Sample 1

Eliza Adams

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A. Summary

Experienced commercial real estate broker who is able to broker deals with clients all over the country. Results-oriented professional with demonstrated skills in customer service, negotiation, market research, and prospecting. Proven strategic abilities, particularly in the areas of prospecting and developing contracts. Specializes in the technology and medical sectors. Currently looking for a company which will allow both of us to benefit mutually from my negotiation skills, experience, and willingness to go the extra mile to find the buyer the right home.

B. Working Experience

September/2002 - September/2017 - Gordon's Property Management - Mobile, Alabama

Responsibilities:

- Handled the majority of the relocation cases accepted by our firm
- Performed liaison duties between others in the firm and potential clients
- Successfully located foreclosed properties that our firm was able to turn into profitable properties

Achievements:

- Assisted in the making of digital marketing products
- Developed a division devoted to international relocation
- Attended seminars and trade shows; represented company's professional voice

August/1999 - September/2002 - Sisko's Holdings - Huntington, Alabama

Responsibilities:

- Oversaw all domestic relocation clients
- Hired and oversaw all assistants
- Developed ability to handle vendor management and negotiations

Achievements:

- Coached real estate brokers on the necessity of developing trust developing strategies
- Increased sales from year to year, reaching a total of \$8 million annually in 2002
- Established an assessment initiative designed to determine customer needs through information obtained in informal interviews with potential clients

C. Education and Academic Training

Bachelor of Arts, Marketing, University of Alabama, 1999
Real Estate Broker License, State of Alabama, 2000

D. Job Related Skills

- Understanding of tax and zone laws
- Skilled and aggressive negotiator
- Creative and capable of making own sales brochures
- Understanding of the need to have virtual tours available for potential clients

E. General Skills

- Can work with little or no supervision
- Thrives under deadlines
- Excellent verbal and written communication abilities