

Real Estate Broker Resume Sample 2

James Arnold

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A. Summary

Licensed real estate broker with strong internet and interpersonal skills. Able to handle both personal and residential properties. Experienced primarily in the technological and small business aspects of commercial real estate. Particularly skilled at preparing sales agreements and negotiating a tough closing deal. Presently looking for new opportunities in which I am able to expand upon my ability to effectively review properties, identify the best prices, and represent clients within the best locations for my firm.

B. Working Experience

March/2010 - September/2017 - Johnson Property Management - San Diego, California

Responsibilities:

- Performed duties as an agent for home sellers and buyers
- Prepared properties prior to selling them
- Conducted thorough needs analysis in order to determine the best marketing strategy for my clients
- Utilized BoomTown software in order to generate leads

Achievements:

- Consistently achieved sales of at least \$4 million every year I've been with the company
- Oversaw foreclosed bank assets from the point of acquisition through the sales process
- Served as a guest lecturer at a community college, representing both our firm and our career field

May/2005 - March/2010 - Tanner Real Estate Company - San Diego, California

Responsibilities:

- Developed rewarding relationships with other area realtors, in order to boost referral network
- Consistently developed a new flow of sales leads through my personal referral network

- Worked on marketing through a variety of methods, including word of mouth through satisfied clients, personal website, and social media marketing

Achievements:

- Recognized as one of the top five real estate brokers in the state of California
- Served on Board of Realtors as part of the Ethics Committee
- Maintained annual sales of \$5 million or better from 2008 to 2010
- Awarded Highest Grossing Agent Award in 2010

C. Education and Academic Training

Bachelor of Science, Advertising, University of California at LA, 2004
Real Estate License, State of California, 2005

D. Job Related Skills

- Knowledgeable about real estate laws
- Capable of handling tense negotiations
- Educated in the complications involved in zoning laws
- Experienced in 21st century marketing methods, including SEO and social media
- Skilled photographer, and capable of using this skill to capture the full value of a home

E. General Skills

- Effective listener
- Bilingual in Spanish and English
- Capable of working with people from a wide variety of backgrounds
- Computer literate in Microsoft and Internet applications
- Communicate clearly and efficiently when under pressure