

# Leasing Agent Resume Sample 1

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## **Anakin Tanner**

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## **A. Summary**

Determined leasing agent with 12 years of experience in residential property leasing. Demonstrated ability to provide excellent customer service, support, and assistance to clients, and verify application eligibility. Skilled at examining clients' needs and analyzing how to best respond to those needs. Highly skilled in communicating with clients in a professional and enthusiastic manner. Looking to expand my experience within a highly competitive environment and grow with the company I work for.

## **B. Working Experience**

**May 2012 – April/2018 – Arnold Property Leasing, Denver, Colorado**

### **Responsibilities:**

- Manage company's property portfolio
- Respond to all interested clients about specific properties over the phone and online
- Meet with interested property sellers
- Represent clients during all negotiations
- Schedule property visits, open houses, and auctions
- Verify all documents to ensure that the clients are up to date with what they need for a successful lease

### **Achievements:**

- Handled all online and offline marketing
- Created posters, updated the website, and managed social media accounts
- Saw a 25% increase in occupancy rate between 2016-2017
- Received a 90% client satisfaction rate through annual surveys
- Trained other leasing agents

**January/2006 – May/2012 – Brittle's Properties, Denver, Colorado**

### **Responsibilities:**

- Handle the background and financial status checks of clients in order to approve or decline their applications for leasing
- Supervise advertising for vacancies
- Address client concerns and follow up with any long-standing complaints
- Maintain accurate records for all clients

**Achievements:**

- Put together a training manual for new leasing agents
- Consistently held a 90-95% occupancy rate among all of my properties

## **C. Education and Academic Training**

Associate of Business Degree, Lucas G. Paddington Community College, Denver, Colorado,  
May 2006

## **D. Job Related Skills**

- Knowledgeable in Fair Housing laws
- Thorough understanding of properties within the Denver, Colorado area
- Demonstrated ability in sales and customer service
- Competent in the general area of real estate business practices

## **E. General Skills**

- Excellent interpersonal skills
- Organized
- Social media knowledge
- Professional and friendly demeanor while dealing with clients