

# Leasing Agent Resume Sample 2

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## **Charlotte Thomas**

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## **A. Summary**

Outgoing and professional apartment leasing agent with 22 years of experience as a residential property leasing agent. Pride myself on being highly independent and able to obtain goals with no supervision. I also enjoy the challenges and rewards of working with other team members to achieve a goal. Proven success in establishing and fostering relationships with new tenants. I take enjoyment in developing new marketing strategies and reaching new audiences through online tools. Looking to expand my leasing experience into commercial and retail leasing with a company that values agents who consistently exceed occupancy rate goals.

## **B. Working Experience**

**June/2000 – April/2018 – Clary's Apartments, Delaware, Ohio**

### **Responsibilities:**

- Meet and interview all prospective tenants
- Review offers to the company
- In charge of approving and denying pre-qualified offers
- Work with tenants to discover their needs and preferences in order to secure the perfect apartment for them
- Shedule visits with prospective tenants to view vacant properties

### **Achievements:**

- In charge of addressing all of the tenant complaints in the building
- Investigated the complaints for ways to solve them, and then typed written reports of the resolution
- Implemented improved housing database system in order to keep track of rentals and rental payments

**January/1996 – May/2000 – Ohio River Apartment Complex, Columbus, Ohio**

### **Responsibilities:**

- Discuss all aspects of the leasing contract with potential tenants

- Meet with property managers in order to determine whether vacant properties are ready to be leased
- Collect deposits, complete contracts, and assist tenants with the moving in process

#### **Achievements:**

- Assisted in the development of our community outreach program to college students moving to the area, resulting in a 25% increase in occupancy rates
- Achieved an 80% occupancy rate or better during entire time with the company
- Performed many of the administrative tasks, including collecting rent, processing denial letters, and informing approved tenants of their ability to move into the building

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

Bachelor of Arts in Business Administration, Ohio State University, Columbus, Ohio, May 1995

### **D. Job Related Skills**

- Strategic planning skills
- Proficient in contract negotiation
- Fair Housing Act knowledge
- Successful at completing office tasks
- Diverse sales techniques

### **E. General Skills**

- Advanced written and verbal communication skills
- Punctual and superior attendance
- Driven by results and motivated to reach goals
- Friendly and outgoing in the workplace