

Real Estate Agent Resume Sample 1

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A. Summary

Commercial real estate agent possessing more than six years of experience selling properties throughout Northern Arizona. Demonstrated track record of closing deals and developing long-lasting relationships with clients. I have successfully cultivated a strong networking base of property owners whose repeat business forms the bulk of my annual sales. Currently exploring new opportunities to expand my business into the Tucson area, where many of my commercial clients would like to buy new properties.

B. Working Experience

May/2015 – April/2018 – Rex Anderson Realty, Flagstaff, Arizona

Responsibilities:

- Show commercial properties
- Demonstrate all of the potential benefits and features of the property, including the potential financial benefits the property could bring in to the buyer
- Actively engage clients throughout the buying process in order to ensure that a prospective sale becomes a closed deal
- Prepare all the contracts and documentation
- Generate leads through social media advertising and cultivate a reoccurring client base through positive customer service

Achievements:

- Sold \$20 million worth of real estate in the three years I have been at this company
- Since 2015, I have increased my sales quota by at least 10% each year
- Expanded company's presence into Phoenix

May/2012 – May/2015 – Flagstaff Realty Solutions, Flagstaff, Arizona

Responsibilities:

- Educate prospective clients about all aspects of the commercial real estate market

- Host open houses and lead property tours, including answer many questions that clients have about the Flagstaff area
- Work under extremely tight deadlines, and never failing to meet those
- Demonstrate the ability to network with agents throughout the state to meet client wants

Achievements:

- Created aggressive social media campaign that resulted in a 50% increase in new clients between 2012-2015
- Increased company's revenue by 33% from 2014 to 2015

C. Education and Academic Training

Licensed Real Estate Agent, State of Arizona, December 2011

Bachelor of Arts, Business Management, Arizona State University, May 2011

D. Job Related Skills

- Market research
- Negotiation
- Mediation
- Escrow
- Writing Contracts and Leases

E. General Skills

- Internet marketing including social media
- Fluent in all aspects of Microsoft and Windows operation
- Highly professional at all times