

Real Estate Agent Resume Sample 2

John Secura

22 Church Street, Odessa, Texas, 44332

jsecura@email.com

465-992-1087

A. Summary

Driven and results-oriented residential real estate agent with an extensive career spanning 20 years. Have closed deals on industrial, commercial, and family real estate. I pride myself on providing the highest level of customer service and being able to be part of an effective team. Strategic planning and effective marketing are definitely part of my skill set. I am looking to focus on my real estate career, particularly on higher priced residential markets at this time.

B. Working Experience

June/2010 – April/2018 – Hogan Real Estate, LLC, Odessa, Texas

Responsibilities:

- Establish and manage appointments to show properties to prospective buyers
- Navigate the relationship between lenders, inspectors, and escrow companies
- Research current property sales in order to suggest competitive pricing for our sellers
- Advise clients on financing options
- Maintain a thorough and up to date knowledge of the real estate market by reviewing listings, reading trade journals, and attending business related conventions
- Focus primarily on upscale residential properties

Achievements:

- Awarded "Most Valuable Team Player" by the company two years in a row
- Consistently increased personal sales revenue by 20% each year that I've been with the company

January/2008 – April/2010 – Odessa Realty, Odessa, Texas

Responsibilities:

- Assist in the meetings between buyers and sellers
- Mediate terms between buyers and sellers
- Close several deals for properties
- Prepare all of the formal documentation needed, including purchase agreements

- Responsible for both commercial and residential listings

Achievements:

- Met or exceeded the company's personal sales goals each year.
- Regularly praised by supervisors for being a top revenue earner in both commercial and residential markets.

C. Education and Academic Training

Licensed Real Estate Agent, State of Texas, 2008

Bachelor of Arts in Finance, Odessa State University, 2007

D. Job Related Skills

- Escrow
- Market Research
- Client Analysis
- Residential Sales
- Commercial Sales
- Negotiation and Mediation

E. General Skills

- Computer and Internet skills, including familiarity with YouTube, Twitter, and other social media sites
- Excellent customer service skills
- Organizational skills
- Always punctual