

RESUME CLIENT

123 Elm Lane, Anywhere, US 00000 • 000-000-0000 • resme@email.com

Real Estate Broker & Sales Professional

COMMUNITY NETWORKING ~ RAPPORT-BUILDING ~ CLIENT RELATIONSHIP MANAGEMENT
NEW HOME SALES & CONSTRUCTION ~ BUYER CONTRACTS ~ NEGOTIATING & CLOSING

PROFILE

- Offer more than 20 years' real estate sales experience including comparative market analysis, property assessments, client acquisition, relationship management, and marketing.
 - Advanced expertise in development, review, and execution of representation contracts, purchase agreements, closing statements, deeds, and leases.
 - Highly skilled at strategic planning, business development, financial analysis, advertising, and promotions.
 - Deadline-focused, creative, and success-oriented with outstanding interpersonal, negotiating, organizational, presentation, and closing skills.
 - Able to establish and maintain highly collaborative relationships with real estate agents, buyers, sellers, lenders, public sector officials, and attorneys.
 - Dynamic and autonomous leader with strong business acumen and proficiency in a broad range of real estate matters including legal and environmental.
 - Member of National Association of Realtors, United States Association of Realtors, and City Association of Realtors.
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PROFESSIONAL EXPERIENCE

My Company, Anywhere, US, 2017 to Present

Owner

- Leverage advanced industry experience and exemplary achievements toward proficiently representing buyers and sellers of developed and undeveloped properties.

My Company, Anywhere, US, 1995 to 2016

Owner

- Brought on board from agency's inception; rapidly advanced from initial role as sales associate and evolved to become top producer in each project throughout Triangle area.
 - Steadily expanded sales volume from \$5M in first year to \$24M annually.
 - Sold more than 200 properties to earn recognition as all-time leading seller for neighborhood and agency's first multi-million dollar producer.
 - Promoted seamless and cooperative efforts among home buyers, builders, and mortgage/title companies throughout sales and construction process.
 - Orchestrated high-impact marketing and advertising strategies to maximize community awareness and interest.
 - Established and maintained customer/prospect database to track sales activity and coordinate follow-up practices.
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LICENSURE & EDUCATION

Real Estate License, United States

Bachelor of Science, University of Real Estate-Anywhere, US

Associate of Arts, American College-Anywhere, US