

HELENA CHRISTENSEN

LEASING CONSULTANT

SUMMARY

Highly motivated Leasing Consultant with 5+ years of experience leveraging strong communication skills to exceed sales quotas, meet leasing ratios, and improve resident satisfaction rates.

EXPERIENCE

National Development LEASING CONSULTANT

2019 - 2023

- Inspected tour routes, models and show apartments daily to ensure cleanliness
- Compiled and updated listings of available rental units
- Completed lease agreement and collect rental deposit
- Effectively handled all leasing administrative and clerical responsibilities

Trinity Property Consultants LEASING CONSULTANT

2023 - 2026

- Drafted correspondences and other formal documents
- Built and maintain tenant relationships
- Reviewed payables and receivables
- Answered client inquiries and direct to appropriate individual for handling
- Enforced property and associations' rules and regulations within the office and team

Gordon Flesch Company LEASING CONSULTANT

2019 - Present

- Contributed to team effort by accomplishing related results
- Managed the leasing process by guiding new residents through each step, completing and verifying all lease applications
- Handled transactions like accepting rent and deposits and inspecting move-ins and move-outs



CONTACT



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www.resumesbot.com

EDUCATION

2019 - 2023

Massachusetts Institute of
Technology

2023 - 2026

University of Virginia

SKILLS

- Lead2Lease Software
- YieldStar Revenue Management Software
- MRI Software
- Problem Solving
- Independence
- Social Perceptiveness
- Negotiation
- Customer and Personal Service
- Administration and Management
- Social Orientation