# ROBERT SMITH

## Sr. Real Estate Consultant

**info@qwikresume.com | https://Qwikresume.com**

Progressive experience to drive consistent increase in sales revenue and improving client satisfaction and retention. Adept at determining customer requirements and delivering client focused solutions.

**MARCH 2004 – 2019**
### SR. REAL ESTATE CONSULTANT - ALLISON JAMES ESTATES & HOMES

- Accountable for all aspects of sales, business development, and client management.
- Effectively prospect clients and present property marketing plan, provide comparable property market analysis, marketing materials.
- Write sales contracts, negotiate offers, coordinated home inspections, disclose pertinent federal regulations and implement contract contingencies.
- Establish and document a prospect development system and follow-up system that encourages repeat and referral business.
- Responsible for evaluating listing and marketing properties. Generate new sales leads through networking and direct sales calls.
- Provide financial analysis for equity investments and debt financing.
- Services include performing comprehensive due diligence and financial modeling of real estate loans in preparation for credit review and securitization.

**1999 – 2004**
### REAL ESTATE CONSULTANT - ABC CORPORATION

- Member of the Reno/Sparks Association of REALTORS.
- Closed $883,500 in sales.
- Partner with preferred lenders to assist customers in the loan process to ensure necessary paperwork was completely in a timely manner.
- Partner with title companies to provide required paperwork to ensure the purchases would close smoothly and efficiently.
- Develop buyer and seller presentations, create promotional materials to market houses.
- Coordinate Open Houses with customers and local real estate companies..
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

Bachelor of Science in Business Marketing - (Alabama A&M University - Normal, AL)

## SKILLS

MS-Office, MS-Excel.