

Robert Smith

Asst. Real Estate Consultant

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SUMMARY

Over Four years of experience growing a small consultancy business Excellent oral, written and visual communication skills Expert in MS Office Suite including Excel, Word, Outlook, Access and VBA Analytical skills.

SKILLS

MS-Office, Technical Skills.

WORK EXPERIENCE

Asst. Real Estate Consultant

ABC Corporation - January 2009 – December 2012

- Identifying, evaluating, purchasing and managing Agricultural income properties throughout the Midwest.
- Constantly reevaluated our position and changed our strategy based on the perceived needs of the marketplace.
- Developed workflow processes to gather, organize and categorize hundreds of real estate properties.
- Trained data entry assistant on the use of MS Access and our workflow processes.
- Wrote copy and designed marketing materials including brochures, websites, and advertisements.
- Developed and maintained relationships with clients and potential clients.
- Determined their goals, educated them on modern agriculture and how they could generate cash flow by investing in farmland.

Real Estate Consultant

Keller Williams Realty - 2007 – 2009

- Provide guidance and assist sellers/buyers in marketing/purchasing property for the right price under the best terms Determine clients needs and financials abilities in order to tailor and customize best solutions Prepare and document contracts, leases, deeds, closing statements etc Manage property auctions or exchanges.
- Maintain and update listings of available properties.
- Cooperate with appraisers, escrow companies, lenders and home inspectors.
- Develop networks and cooperate with attorneys, mortgage lenders and contractors.
- Promote sales through advertisements, open houses and listing services.
- Remain knowledgeable about real estate markets and best practices..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Science in Finance - (Iowa State University - Ames, IA)