

Robert Smith

Real Estate Consultant/Co-ordinator

PERSONAL STATEMENT

Creative, a self-starter, team player, resourceful and mature professional with over 11 years experience in Health Care Industry which include over 7 years extensive experience in Health Informational Technology.

WORK EXPERIENCE

Real Estate Consultant/Co-ordinator

REMAX Heritage - June 2014 - 2019

Responsibilities:

- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements.
- Interview clients to determine what kinds of properties they are seeking.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.
- Coordinate property closings, overseeing the signing of documents and disbursement of funds.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Obtaining real estate license In the process of obtaining a Kansas real estate license Skills Used Strong communication skills.
- Communicate with clients in any form from writing a handwritten letter to calling, texting, emailing and speaking face-to-face.

Real Estate Consultant

ABC Corporation - 2010 - 2014

Responsibilities:

- Dubai, UAE Was contracted for six months to set up and establish a complete "Real Estate Agency" in Dubai for the "Tiger Group of Companies" following the Canadian real estate standards, but applying the local laws and regulations.
- Have a system in place for management and sales team to follow.
- Establish tools to increase sales and to measure teams performance.
- Provide an ongoing training.
- Implement a new software system.
- Obtain all local licensing requirements, rules and regulations to operate the agency..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science in Fashion - (University of Central Missouri - Warrensburg, MO)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Real Estate, Microsoft Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)