

# ROBERT SMITH

## Real Estate Consultant/Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Results driven, marketing professional offering over 15 years of experience in real estate, project management, new business development and strategic planning across diverse business, product.

### CORE COMPETENCIES

MS Office, Technical Skills.

### PROFESSIONAL EXPERIENCE

#### Real Estate Consultant/Representative

**Charles Rutenberg Realty - March 2012 – 2019**

##### Key Deliverables:

- Proven marketing strategies reduce buyer-seller negotiation time and produce a higher selling price in a fraction of the time.
- Maintains and builds key relationships with builders, developers, architects, top real estate agents, appraisers, home inspectors.
- Prepares purchase contracts and agreement; closing statements; deeds and leases.
- A long-term approach to the real estate industry resulting in over 90% of business by way of referrals from satisfied clients, associates.
- Provides a sustainable edge in regard to understanding seasonality and market conditions, competitive market analysis.
- Clients include sellers, buyers, investors, and long term executive lessors.
- Preparing contracts, designing custom brochures, emails & posting on various web sites and networking with other agents.

#### Real Estate Consultant

**ABC Corporation - 2010 – 2012**

##### Key Deliverables:

- Successfully guided homebuyers and sellers through the sale and purchase of properties.
- Generated lists of properties that were compatible with buyers needs and financial resources.
- Coordinated appointments to show homes to prospective buyers.
- Established positive flow of communication with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process.
- Presented purchase offers to sellers for consideration.
- Negotiated contracts on behalf of clients.
- Coordinated property closings, overseeing signing of documents and disbursement of funds..

### EDUCATION

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- MBA in Marketing - (Kellogg Graduate School of Management at Northwestern University - Evanston, IL)