

Robert Smith

Associate Real Estate Consultant

PERSONAL STATEMENT

Assistant Director/Supervisor wishing to obtain a permanent position with the perfect company that is looking for a long-term employee.

WORK EXPERIENCE

Associate Real Estate Consultant

ABC Corporation - September 2003 - December 2010

Responsibilities:

- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Accompany buyers during visits to and inspections of the property, advising them on the suitability and value of the homes they are visiting.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions.

Real Estate Consultant

ABC Corporation - 2002 - 2003

Responsibilities:

- 47421 (Bloomington office closed) Supported Chief Operating Officer with daily operational functions.
- Advertised client properties on websites, through social media and in real estate guides.
- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Coordinated appointments to show marketed properties.
- Accompanied buyers and sellers to their home inspections and appraisals.
- Communicated with clients to understand their property needs and preferences..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Associate Degree in Business Administration, Management - (Germany)

CONTACT DETAILS

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

SKILLS

Trilingual, MS-Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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