

ROBERT SMITH

Real Estate Consultant/Analyst

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

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.

CORE COMPETENCIES

Communication Skills, MS-Office.

PROFESSIONAL EXPERIENCE

Real Estate Consultant/Analyst

Artis Senior Living - 2011 – 2019

Key Deliverables:

- Prepare market feasibility and site selection analysis. Manage the due diligence process through closing.
- Coordinate with elected government officials, municipal planning, building, and zoning departments, state departments of transportation.
- Manage external parties including real estate brokers, title companies, civil, environmental, and traffic engineers.
- Selected accomplishments Acquired land, zoning entitlements, curb cut approvals, and building permits for the development of assisted living memory.
- Negotiated and executed purchase agreements for land in Bethel Park, PA, Mayfield Heights, OH, and Orland Park, IL.
- Currently conducting due diligence and pursuing zoning entitlements for assisted living memory care facilities at these sites.
- Prepare contracts and documentation from open to close; advise first home-buying clients on general escrow and title procedures.

Real Estate Consultant

ABC Corporation - 2009 – 2011

Key Deliverables:

- Meet, greet and prescreen clients who call in to the office or walk in person.
- Consult with clients on their needs and go above and beyond to see that their needs are met.
- Prepare and educate clients before during and after the home buying process which includes showing property to prospective purchasers, helping them with inspections, giving them pertinent information regarding properties that they may be interested in along with inspectors names and financial institutions.
- Serve as a buyers representative if necessary or act as intermediary in certain circumstances and always be honest and fair to buyer and seller.

ROBERT SMITH

Real Estate Consultant/Analyst

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

- Prepare and draft proper correspondence, addendums and contracts necessary to facilitate transaction.
- Follow clients from contracts, through negotiations and closing to ensure a happy client relationship..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of City Planning - (UNIVERSITY OF VIRGINIA - Charlottesville, VA)

