

LEIGH A. HALE

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EXECUTIVE SUMMARY

Driven professional with goals of increasing market share, revenue, and profitability. Proven ability to take on leadership roles and assume responsibility for establishing sales contacts and relationships with prospects and current clients. Primary experience in sales, operations, change management, taking on challenging situations and turning them into highly profitable, stable and growing organizations.

PROFESSIONAL EXPERIENCE

Draper and Kramer, Chicago, IL

1/2012-2/2013

Leasing Consultant

Maximized property revenue by marketing, advertising, and sales of apartment units.

- Assisted in increasing property occupancy from 76% to 91% over a 6 month period.
- Achieved company top agent status for second quarter closing highest percentage of weekly and quarterly sales.
- Assisted in lease renewal process to insure the highest resident retention rate.
- Created and maintained significant revenue growth as a sales trained individual.
- Managed the day-to-day operations to ensure effective construction, acquisition, development, lease administration and property management.

Stellar Management, Chicago, IL

2/2009- 5/2011

Leasing Consultant

Maximized property revenue by marketing, advertising, and sales of apartment units.

- Increased revenue over 3.4 million in a 10 month period.
- Achieved company top agent status closing highest percentage of weekly and quarterly sales.
- Developed and implemented company national corporate housing division.
- Created and maintained significant revenue growth as a sales trained individual.
- Managed the day-to-day operations to ensure effective construction, acquisition, development, lease administration and property management.

Waterton Residential, Chicago, IL

10/2007-2/2009

Leasing Consultant

Managed and implemented the entire leasing procedure, including: advertising, marketing and selling vacancies and preparing lease documentation.

- Increased property occupancy from 82% to 99% from October 2007 to June 2008.
- Nominated top agent for Chicago land Marketing and Management Excellence Award.
- Communicated with current tenants to build and maintain over 75% retention rate for lease renewals.
- Served as a liaison between the building's tenants and maintenance staff to ensure proper building operations.

BJB Partners, LLC, Chicago, IL

5/2007-10/2007

Leasing Agent

Drove portfolio revenue by developing and closing immediate sales opportunities.

- Oversaw complete gut rehab project for a multi-family 275 unit property.
- Key contributor in support of 97% rent collection rates and 95%+ occupancy rates.
- Manage fiscal areas in support of property profitability.
- Knowledge of and ability to analyze, develop and draft financial reports, proposals and facility budgets.

TLC Management Co., Inc., Chicago, IL

8/2005- 5/2007

Assistant Manager

Developed and implemented the training and analysis of marketing and leasing programs.

- Maintained a 95% or above occupancy rate for the entire duration of tenure with TLC Management Co, Inc.
- Compiled current market data and economic information for the declaration and forecasting of leasing trends throughout the year.
- Successfully hired and trained 14 licensed agents.
- Handled property reports, variances, occupancy, and annual budgets.

EDUCATION

- ***BS, Biology, Marshall University, Huntington, WV, 2001***