

Thomas Angeloni
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BACKGROUND:

Self-motivated, detail-oriented professional with strong communication and analytical skills. Prior experience in customer-facing roles across multiple industries.

EMPLOYMENT HISTORY:

Marcus & Millichap, Philadelphia, PA

March 2017 – March 2018

Real Estate Associate-Office and Industrial

- Directed real estate deals from the initial contact with clients, to showing and listing properties, negotiating pricing and terms, processing and successfully closing transactions
- Actively researched and databased over 3000 properties in Northern New Jersey submarket, staying up to date on sector trends
- Evaluated and underwrote properties to assess current market value and develop future growth strategies for current and potential clients
- Initiated marketing campaigns for listed properties through advertisements, cold calling, networking and various internet marketing tools
- Completed 200-300 business development calls per week; recording outcomes and follow-up opportunities in the firm's proprietary database
- Negotiated exclusive listing, purchase and sale agreements, closing statements and deeds
- Educated clients on market conditions and real estate trends

Bardot Café, Philadelphia, PA

June 2015 – Nov 2016

Front of House

City Line Family Medicine, Bala Cynwyd, PA

June 2008 – August 2014

Medical Assistant

(August 2011 – August 2014)

- Patient/customer-facing point of contact. Greeted and escorted 100+ daily patients to examination rooms
- Discussed medical history with patient and took vitals i.e. height, weight, body temperature
- Documented reason for visit and any recurring health issues
- Scheduled appointments
- Mailed out and sent voicemail appointment reminders
- Uploaded chart documents and lab results to electronic health records

Administrative Assistant

(June 2008 – August 2011)

- Greeted and checked in patients. Scheduled appointments with patients in office and by phone
- Answered phones and organized inbound mail
- Collected required documents and mailed out insurance claims
- Uploaded patient information and documents to electronic health records while also organizing the data

EDUCATION:

Saint Joseph's University, Philadelphia, PA

B.A., English, Pre-Medicine, 2014

References Available Upon Request