

# Grant W. Smith

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## Summary

Being a Leasing Consultant has been a great experience so far and I am looking to extend my career in the San Francisco Area. I believe that I would be the perfect agent to tour your homes and get those numbers high for you. Don't live life with regret is how I operate.

## Education

**University of Alabama**, September 2015 – May 2016 – Freshman Year

**The Woodlands College Park High School**, High School Diploma, The Woodlands, TX - June 2015

GPA 4.33 weighted; Class Rank 118/640

**West Brook High School**, Beaumont, TX – Grades 9-11; August 2011 – June 2014

## Experience

### Greystar

#### Leasing Consultant

November 2019 - Current

San Jose, CA

Greet prospective residents and give tours while determining housing needs and preferences and close leads

Accurately prepare and assist new residents with all leasing paperwork (i.e. lease move-in packets, applications, lease agreements and employment and credit checks)

Collect security deposits, rent and any other charge associated with residents moves

Communicate all lease and community policies to new and current residents

Follow up with all leads and prospects that did not lease

Ensure apartments are move-in ready by inspecting, and adding last minute touches when appropriate

Seek out new residents by creative marketing techniques

Manage lease renewal process

Respond timely to all calls, emails and site visits

### Club at Carlton Woods

#### Valet

August 2018 to March 2019

The Woodlands, TX

Receiving and parking club members cars. Driving cars back to members when ready to leave.

### The UPS Store

June 2013 to June 2018

#### Sales Associate

Houston, TX

Trained to provide excellent customer service. Process shipments for large volume business customers. Handle package receiving for mailbox holders. Maintains corrugate inventory system. Process retail shipments, and manage cash drawer. Able to process GSR's. Perform all opening tasks and close procedures.

**American Income Life Insurance**  
**Supervising Agent**

August 2016 to February 2018

Houston and Austin, TX

As a licensed agent, contacted clients on Monday and Thursday to set appointments. Tuesday, Thursday and Saturday were field days. At client meeting, benefits options were reviewed for purchase. Application forms were completed with correct detailed information. Upon promotion to supervising agent, responsibilities included training new agents.

**Weddings by Design**

January 2007 to Current

**Guest Service Representative, Event Coordination Staff Assistant**

Beaumont, TX

Various job duties trained to perform include transporting equipment for set-up and take down of event. Manage guests with event parking and transportation. This company is a full-service wedding and event coordinator

**Roger A. Smith, M.D., P.A., F.A.C.O.**

June 2013 to July 2013

**Office Assistant**

Beaumont, TX

Maintained patient chart records and supply inventory. Identified insurance co-pay and deductibles through phone verification.