1. Oversaw building and maintenance of outdoor facilities such as picnic areas, playgrounds, exercise facilities and pools.
2. Assisted in land acquisition for development of apartments and condos as both new developments and additions to existing communities.
3. Organized public open house events to entice buyers and new clientele.
4. Managed leases and housing contracts for tenants renting, buying or sharing properties.
5. Sustained relationships with local brokers to provide broad network of professional services for clients.
6. Advised clients on possible properties for investment, trade opportunities and market values.
7. Developed building project budgets and collaborated with building design teams and contractors.
8. Participated with local construction companies and housing communities such as homeowners associations to promote new development.
9. Presented clients with investment and commercial properties suited to needs and wants.
10. Hired and managed groundskeepers and custodial staff ensuring professional and welcoming atmosphere.
11. Worked closely with clients to facilitate appropriate loans, inspections and credit reports.
12. Liaised between property owners and prospective buyers to facilitate purchase and transfer of ownership.
13. Verified all facilities fell within applicable codes and safety regulations through thorough inspections and regular maintenance.
14. Obtained agreements from property owners to place properties for sale with real estate firms.
15. Developed budgets for commercial development and maintenance of facilities.
16. Established and developed real estate agency, driving recruitment and operational growth.
17. Arranged for title searches of properties being sold and gave buyers virtual and physical tours of properties.
18. Sold [Number] properties worth over $[Number] in [Timeframe].
19. Compared properties possessing similar features to determine competitive market prices.
20. Advised clients on mortgage and housing conditions to identify successful properties and promote customer satisfaction.