

VERGEL JOSE T. BRONDIAL

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**SHORT DESCRIPTION**

Driven and energetic real estate professional with 4 years' experience in real estate. Highly skilled at building excellent working relationships with landlords, tenants, and management. Seeking to gain work experience in the field of sales, finance, or technology.

WORK EXPERIENCE

April- November 2014

Customer Service Representative at Teleperformance (Account: Navient formerly known as Sallie Mae)

- Processed unsettled student loans and payments of customers.
- Provide appropriate solutions to their unpaid loans.
- Transact and record payment information of clients.

May 2017 – June 2018

Retail Trader (Part-Time)

- Buy and Sell equity securities in the Philippine Stock Exchange (PSE) using personal funds.
- Proficient on Technical and Fundamental Analysis

Sept. 2021-January 2022

**Due Diligence and Market Research Analyst
Sierra Pacific Services (Website: Landelevated.com)**

- Complete property research and valuation (Zoning and Setback requirements, Backed Taxes, Land buildability, etc.)
- Coordinating closings with Sellers
- Making outbound calls to government officials in counties
- Innovating the process of acquiring land in the United States
- Complete and perform some of valuation on the properties being handled.

June 2018 – June 2022

**Accredited Real Estate Salesperson (Full-Time)
E-LRM Corporation (Website: markeot.com, Real Estate Company)**

- Acting as a mediator for negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements, and related matters, ensuring a fair and honest dealing.
- Performing comparative market analysis to estimate properties' value and provide accurate information.
- Promote real estate listings by advertising, open houses and listing services.

- Maintains property rentals by advertising and filling vacancies, negotiating, and enforcing leases, and maintaining and securing premises.

Feb. 2022 – Present

Acquisition Specialist
TruDream Properties LLC (Website:
<https://trudreamproperties.com>)

- Researching viable areas for buying and selling land in using public websites and paid software and internal procedures.
- Completing internal due diligence worksheets to compare areas against each other in each state
- Scrape active, pending, and sold listings to calculate market value for each area.
- Pull owner lists in each area from paid software programs and scrub lists to remove duplicate owners, duplicate addresses, incomplete owners, and other important information
- Compile all the above information and input prices to offer each owner in a master spreadsheet
- Gather due diligence on new properties acquired from websites and calling the county

June 2022 – Present

Freelance Real Estate Broker (Located in the Philippines)
Layon Realty Group

- Assisted 2 landlords in finding qualified tenants for their residential condominium unit in Metro Manila
- Helped a foreign client purchased a 1-bedroom unit in BGC based on her budget and preferences.

EDUCATION

Tertiary Level

November 2014 –
May 2017

**Bachelor of Science in Business Administration Major in
Financial Management**

2nd yr College
 San Beda College
 Mendiola, Manila

Sept 2020 – Dec. 2021

Bachelor of Science in Real Estate Management

Trinity University of Asia, Quezon City
 Cathedral Heights, 275 E Rodriguez Sr. Ave, New Manila, Quezon
 City, Metro Manila

SKILLS

Hard Skills

- Proficiency in Microsoft 365 (Particularly in VBA and Macros) and Google Workspace
- Knowledgeable in financial and market analysis
- Expert in listing, advertising, promoting, and closing real estate properties particularly residential and commercial listings.
- Documentation of real estate transaction and documents for both buyer and seller
- Setting marketing campaigns in social media sites such as Facebook, Twitter, Instagram, Snap Chat, Pinterest, Google+, YouTube
- Expert in using CRM applications particularly in Podio, Trello, Asana and Odoo.
- Familiar with Real Estate Applications such as Land Vision and Regrip
- Perform market research by utilizing property websites in United States such as Zillow, Redfin and Realtor.com.
- Knowledgeable in HTML, CSS and Java

Soft Skills

- Flexibility
- Team Oriented
- Interpersonal Skill
- Lifelong Learner
- Leadership
- Multi-Lingual (Basic Mandarin and Spanish)

Licenses and Certification

Licensed Real Estate Broker (Philippines)

REBL No: 32878 - Valid Until 10/05/2025

Licensed Real Estate Appraiser (Philippines)

REA No: - To be followed

Work Reference

Erwin Luke R. Maat

Chief Executive Officer, E-LRM Corp. | PRC No.: 12913 (Licensed Real Estate Broker)
Unit 12-D Burgundy Corporate Tower, 252 Sen. Gil J. Puyat Ave, Makati, 1231 Metro Manila
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