

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Proin gravida nibh vel velit auctor aliquet. Proin gravida nibh vel velit auctor aliquet. Aenean sollicitudin, lorem quis bibendum auctor, nisi elit consequat ipsum, nec sagittis sem nibh id elit. Duis sed odio sit amet nibh ipsum.

Experience

Real Estate Agent - Company / Location

MONTH YEAR - Present

- Helping clients identify a building or area where they'll enjoy the options and pick what they want.
- Calculating their options and considering their budget after they get an estimate on their loan.
- Providing details and information as clients need them, ensuring the clients find the homes they want to buy.
- Experience in multiple areas, including helping business owners find a building they need for their work or office.
- Going through the closing process and securing better deals for clients so they don't waste their money.

Building Contractor - Company / Location

MONTH YEAR – MONTH YEAR

- Working alongside an architect to bring buildings to life based on the specifications and unique design choices.
- Getting all the supplies necessary and organizing the transportation so construction workers have the necessary equipment available.
- Talking with the client to meet their needs regarding their vision and plans for the building.
- Working alongside construction workers as needed, providing direction, and helping them keep everything in order.
- Go through the timetables and offer estimates to people, so they'll know what to expect regarding the construction process.

Project Experience

- Developing homes and assisting people to give those people a place to live.
- Tackling different tax-related documents for the company and working alongside the accounting department.
- Joining different companies in service events where we work with those in need to help them get food during the holidays.

Education

Bachelor in Science for Real Estate - [Arizona State University](#)

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

GED - Central High School in Phoenix

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Planning the fine details regarding homes
- Making calculations regarding purchases
- Keeping track of timetables
- Bargain with people to secure better deals
- Effective communication with clients

Licenses & Accreditations

Licenses & Accreditations

- Real estate license for the state of Arizona
- A business registered and licensed in Arizona
- Completed an Arizona real estate agent program