

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 people find a home they can invest in, so they won't waste money while getting the home they want.
- Understanding the interest rates and how much lenders charge to provide information to homebuyers.
- Offer details about the markets available and how homebuyers can find the ideal home in the current housing market.
- Posting ads and maintaining the property while waiting for potential tenants to get the property and secure a contract.
- Drafting and adjusting contracts as needed based on what the tenant needs while covering all the legal requirements for the property.

Property Owner and Landlord - Company / Location

MONTH YEAR – MONTH YEAR

- Experience interacting with the tenants and ensuring they make their payments.
- Maintaining the property and addressing any tenant concerns to let them live comfortably and safely.
- Checking the property regularly and contacting the tenants to help them enjoy and find value in their stay.
- Creating online listings to find new tenants or advertise the property to make passive income while helping others.
- Going through the entire rental process with people, doing what I can to establish an agreement so both parties benefit from it.

Project Experience

- Working alongside others, helping them to develop different contracts to establish agreements with future tenants.
- Offering assistance to the real estate agency, helping them go through contracts and develop negotiation techniques.
- Creating different fundraisers for those in need and interacting with others ensures they run smoothly throughout the planning process.

Education

Bachelor of Science in Real Estate Management - [Columbia College](#)

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

GED - Whitney High School in Cerritos

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Contributing to clients and helping them
- Calculating expected monthly payments for clients
- Persisting with sales and assisting clients
- Double-checking information to help clients
- Guiding clients through the entire process

Licenses & Accreditations

Licenses & Accreditations

- Real estate license for the state of California
- Completed a California real estate agent program