**NAME**

TITLE

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

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**Experience Real Estate Agent Manager** - Company / Location

*MONTH YEAR - Present*

* Worked with real estate agents while providing resources and assistance to help them close homes.
* Kept up-to-date on the market, including interest rates and available properties people can purchase.
* Maintaining the office space while keeping everything organized to help other real estate agents do their job.
* Building relationships with different people in the industry, including lenders, so both can work together.
* Understand the local laws and regulations to avoid any legal problems or similar issues in the team.

 **Real Estate Agent** - Company / Location

*MONTH YEAR – MONTH YEAR*

* Communicated regularly with clients to help them find a home while meeting their needs.
* Assisted clients by providing them access to homes, so they’ll see what the property looked like.
* Went through each step of the process, allowing clients to identify a home and cover the closing costs.
* Provided various resources to homebuyers, including information about available homes and how to contact lenders.
* Maintained persistence and patience while working with others, encouraging them to stick with the process without making them uncomfortable.

 **Project Experience**

* Contributing and assisting with home-building projects in the local area, leading to more apartments.
* Owning my own business where I rent out properties to people and earn passive income.
* Working alongside contractors to help them develop homes with amenities and features that meet local regulations.

**Education Msc in Real Estate Development -** MIT

*MONTH YEAR*

* + - * GPA: LIST
			* AWARD
			* AWARD

 **Bachelor’s in Property Management and Real Estate –** NSU Florida

*May 2009*

* + - * GPA: LIST
			* AWARD
			* AWARD

**Skills Expertise**

* + - * Leading and organizing information
			* Tackling complex problems
			* Analyzing current market trends
			* Learning about current real estate laws
			* Excellent math skills

**Licenses &**

**Accreditations Licenses & Accreditations**

* + - * Real estate license for the state of Massachusetts
			* Completed a Massachusetts real estate agent program