

NAME

Address: XXXXXXXX, New York, New York 10001 Phone: XXX.XXX.XXXX Email: XXXX@gmail.com

REAL ESTATE PORTFOLIO MANAGER

QUALIFICATIONS PROFILE

Goal-oriented, challenge-driven, and multifaceted professional, offering wide-ranging experience in real estate operations, property management, and customer service. Expert in community leasing and maintenance, client negotiations, and product promotions. Skilled at creating and recommending programs to boost production opportunities and profits. Adept at driving significant increase in revenue in a fast-paced environment. Articulate communicator; multilingual in English, Japanese, and Arabic.

CORE COMPETENCIES

Cold Calling and Appointment Setting | Inside and Outside Sales Forecasting | Account Management
Budget and Cost Containment | Process Improvement | Leadership Training and Development

PROFESSIONAL EXPERIENCE

XXXXXXXXXX, New York, NY

Property Manager

2018–Present

- Demonstrate industry expertise in managing a 120-unit complex along with 4 properties across New York
- Handle all community leasing and maintenance as well as all affordable housing and Section 8 programs in the area
- Take charge of accounting, renewals, rent posting, collections and delinquency maintenance, and data entry
- Promptly identify and address all vendor, resident, and guest inquiries or concerns

XXXXXXXXXX, New York, NY

Real Estate Associate

2014–2018

- Maintained active involvement in multiple marketing initiatives, ranging from cold calling to participation in industry and educational events
- Conducted interview with clients to identify their wants, needs, budgets, and geographic limitations
- Employed keen eye for detail in organizing and reviewing real estate documents, from leases, disclosures, closing contracts, and escrow
- Functioned as representative of first-time home buyers and investors looking for residential and commercial needs or investment opportunities
- Advised clients regarding mortgage options and assisted them in completing requisite paperwork to expedite the home buying process

XXXXXXXXXX, New York, NY

Home Loan Consultant

2009–2013

- Established rapport with clients while promoting real estate financing products and services as well as representing the brand in the local community
- Applied strategic approach in generating several business referrals from realtors, homebuilders, and other potential business partners
- Collaborated with branch manager in determining target accounts for outside business development efforts
- Rendered hands-on assistance to business partners in increasing their production opportunities and profits
- Visited potential customers and local real estate offices to guarantee the maintenance of relationships and delivery of promotional materials
- **Earned recognition for obtaining 70% of the company's goals**

EDUCATION AND CREDENTIALS

Bachelor of Science in Economics

XXXXXXXXXXXXXXXX, New York, NY

Real Estate Salesperson License: State of New York

ACTIVITIES

Volunteer, XXXXXXXXX Organization