
Apartment Leasing Consultant Resume

Job Objective

To secure the position of Apartment Leasing Consultant that will allow me to utilize acquired skills and experience.

Work Experience:

Apartment Leasing Consultant, August 2005 – Present
MAXX Properties, Mendocino, CA

- Answered incoming telephone calls and handled accordingly.
- Made sure that the office, models, clubrooms and market ready vacant are in perfect conditions.
- Conducted and performed market surveys.
- Participated effectively in ongoing resident relations.
- Accepted service requests from residents and forwarded to service department for prompt processing.
- Conducted follow up calls.

Apartment Leasing Consultant, May 2000 – July 2005
Prime Group, Mendocino, CA

- Assisted in advertising the community and creating traffic.
 - Answered incoming phone calls and emails.
 - Scheduled and organized leasing appointments.
 - Presented the available rental units through personal tours.
 - Maintained and stored guest cards safely.
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Summary of Qualifications:

- Remarkable experience in Property Management and Leasing
 - Ability to comply with and follow Fair Housing Laws
 - Good convincing and negotiation skills
 - Sound knowledge of community and rental property process
 - Proficient in Property Management Software, Microsoft Word, Excel, Outlook, Internet Explorer
 - Proven record of meeting monthly sales goals in a retail sales
 - Excellent communication and follow-up skills
 - Strong ability to interact effectively with customers
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Education:

High School Diploma, Central High School, Aberdeen, SD

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