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## Commercial Leasing Agent Resume

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### Job Objective

To obtain a Commercial Leasing Agent position in a company that will allow me to grow with the company.

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### Work Experience:

Commercial Leasing Agent, May 2004 – Present  
Anthony Valdivia, Carson, CA

- Administered cold calling, networking & canvassing of market.
- Campaigned to foster leads and followed existing leasing opportunities.
- Managed to procure commercial lease transaction from prospects.
- Negotiated lease terms, and closed new deals.
- Reviewed and managed lease administration.
- Ensured to submit recommended leases for approval.

Commercial Leasing Agent, March 2002– April 2004  
CMC Properties, Carson, CA

- Generated client prospect sheets and expense reports.
  - Created and executed leases and bid letters.
  - Coordinated directly with accounting department regarding leases and client billing.
  - Coordinated with sales department to collect leases, checks and insurance from new stage and office clients.
  - Facilitated to attend to incoming sales calls regarding stages, offices and events.
  - Documented and transmitted Move-in/Move-out forms to Accounting, IT, and Sales.
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### Summary of Qualifications:

- Remarkable sales experience in commercial real estate
  - Familiarity with Construction and property management practices
  - Good understanding of all aspects of commercial leasing and sales
  - Proficient in AMSI, YARDI and Rent Roll
  - Extensive knowledge of Rent Control Properties (Section 8, HUD, Tax Credit)
  - Proven ability instigating relationships with new prospects and existing tenants
  - Profound ability to negotiate and close transactions
  - Self motivated with a strong desire to succeed
  - Sound communication skills
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### Education:

Associate Degree in commerce, Ellsworth Community College, Iowa Falls, IA

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