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## Commercial Real Estate Broker Resume

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### Job Objective

To use my analytic skills and extensive training to acquire a position as Commercial Real Estate Broker with reputable company.

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### Professional Experience:

Commercial Real Estate Broker, August 2005 – Present  
Marcus & Millichap, Phoenix, AZ

- Developed marketing and due diligence materials.
- Generated leads and cold called landlords and prospective clients.
- Researched commercial property details.
- Worked with senior members of the team to close transactions.
- Maintained and updated, zoning texts and tax maps databases.
- Tracked and compiled commercial real estate transactions.
- Compiled mailing lists and sent out mailers.
- Created and maintained comparable sales data.

Commercial Real Estate Broker, May 2000 – July 2005  
CR Properties Group, Phoenix, AZ

- Identified and approached prospective tenants by telephone canvassing, networking, advertising, creating and distributing marketing materials.
  - Participated in community and regional activities; prepared and submitted proposals; negotiated leases.
  - Set appointments; provided property, financial and comparative market information and prepared and submitted term sheets.
  - Completed lease execution by reviewing and negotiating terms; obtaining signatures, deposits, and payments.
  - Researched real estate rental trends and economic situations.
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### Summary of Qualifications:

- Exceptional experience in business to business sales and Commercial Real Estate
  - In-depth knowledge of commercial and retail real estate leases
  - Sound knowledge of zoning, title, escrow regulations and laws related to borrowing structural entities
  - Familiarity with financial analysis, marketing, legal & ethical practices, and real estate laws
  - Skilled in commercial real estate and residential development loan documentation
  - Proficient in Real Estate Information System, marketing software and MS Office suite
  - Exceptional Interpersonal communication skills
  - Excellent sales, marketing and presentation skills
  - Uncommon ability to work effectively within a team environment
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### Education:

Bachelor's Degree in Business Administration, James A. Rhodes State College, Lima, OH  
Master's Degree in Business Administration, Nicholls State University, Thibodaux, LA

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