
Leasing Administrator Resume

Job Objective

Looking for work within your organization as a Leasing Administrator so as to help you advance as a business as well.

Highlights of Qualifications:

- Remarkable experience in preparing various leasing documentation
 - Huge knowledge of residential leasing administration
 - Deep knowledge of leasing industry
 - Familiarity with Real Estate and retail real estate law infrastructure
 - Amazing ability in using Microsoft Office software
 - Outstanding ability to read real estate documents
 - Superior communication, problem solving and interpersonal skills
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Professional Experience:

Leasing Administrator
AppleOne, Laurel, MS
November 2007 – Present

- Evaluated monthly rent changes.
- Handled subleases and receivables.
- Scrutinized operating expense reconciliation.
- Formulated payment Landlord invoices.
- Processed payment construction invoices.
- Coordinated with Property Managers and Landlords.

Leasing Administrator
Tractor Supply, Laurel, MS
December 2003 – October 2007

- Reviewed lease term compliance and financial obligations.
 - Managed lease information in real estate database and lease files.
 - Assessed legal documents and lease term sheets.
 - Outlined check requests and credit memos.
 - Coordinated with other areas of department.
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Education:

Bachelor's Degree in Business
Rocky Mountain College, Billings, MT

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