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## Leasing Officer Resume

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### Job Objective

To secure a Leasing Officer position to help contribute to the growth of the organization and help increase cliental.

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### Highlights of Qualifications:

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- Wide working experience in commercial lending business
  - Solid knowledge of handling and reviewing proposal underwriting
  - Strong knowledge of commercial banking practices and regulations
  - Excellent ability to underwrite analytical credit proposals in a time bound environment
  - Outstanding ability to deliver credit management solutions appropriately
  - Strong communication and interpersonal skills.
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### Professional Experience:

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#### Leasing Officer

Concord Management Ltd., Beachwood, OH

August 2005 – Present

- Managed company's leasing activities to optimize business prospects.
- Provided training to staff in leasing practices and procedures.
- Conducted investigations to assess eligibility of applicants.
- Leased out company apartments after family size and income verification.
- Supervised documentation of lease agreements in line with company's policies and procedures
- Negotiated lease terms that included including rent and payment terms.

#### Leasing Officer

Simpson Property Group, Beachwood, OH

May 2000 – July 2005

- Completed leasing contracts with clients as per company directives.
  - Collected and documented installments without fail.
  - Provided excellent customer services and responded to inquires appropriately.
  - Managed leasing activities such as lease term negotiation and finalization.
  - Performed property management, budget forecast and financial control.
  - Performed renewal negotiation and identification of prospective clients through market analysis.
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### Education:

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Bachelor's Degree in Business Administration

Fresno City College, Fresno, CA

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