
Leasing Specialist Resume

Job Objective

Seeking work as a Leasing Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

Highlights of Qualifications:

- Admirable experience in leasing apartments and working on Yadri
 - Exceptional knowledge of lease contracts and fair housing laws
 - Sound knowledge of finance and lease procedures
 - Remarkable ability to work on MRI RM
 - Outstanding ability to provide superior customer services
-

Professional Experience:

Leasing Specialist
Colonial Properties Trust, Norcross, GA
May 2006 – Present

- Administered effective working of leasing center on regular basis and ensured efficient working
- Monitored all emails and telephone calls and responded to inquiries effectively.
- Assisted prospective customers by arranging tours of property.
- Ensured promotion of apartment community and prepared marketing plans for same.
- Maintained required paperwork for property such as lease according to required procedures.
- Analyzed and gathered market information through internet research.
- Provided assistance to new residents and assisted in all community amenities provided.
- Helped other teams in maintaining regular contacts with prospective buyers.

Leasing Specialist
Jaymor Management, Norcross, GA
March 2003 – April 2006

- Administered leasing and marketing for all apartment homes and related products.
 - Managed prospective customers and provided tours of property.
 - Maintained and prepared all required paperwork for move ins.
 - Monitored all customer inquiries and complaints and ensured timely resolution of same.
 - Participated in resident activities and assisted in retaining residents.
-

Education:

High School Diploma
Fossil Ridge High School, Fort Collins, CO

[Build your Resume Now](#)