
Real Estate Administrator Resume

Job Objective

Real Estate Administrator seeking position in which to use my skills to their fullest to help improve the organization as a whole.

Highlights of Qualifications:

- Highly experienced as Real Estate Administrator
 - Huge knowledge of commercial real estate
 - Deep knowledge of property management
 - Familiarity with MS Office
 - Amazing ability to multitask
 - Outstanding ability to coordinate at all levels
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Professional Experience:

Real Estate Administrator
Kelly Services, Sioux City, IA
November 2007 – Present

- Aided as key resource for new partners.
- Assisted the development managers and real estate managers.
- Coordinated with managers to formulate presentations.
- Managed research and evaluating submarkets.
- Handled real estate processes.
- Formulated reports and aided office administrative support functions.

Real Estate Administrator
CB Richard Ellis, Sioux City, IA
December 2003 – October 2007

- Managed property management requests.
 - Handled requests received from landlords and municipalities.
 - Aided Landlord's proposed remodel requests.
 - Evaluated request generated by neighboring property owners.
 - Administered monthly property management reports.
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Education:

Bachelor's Degree in Business Administration
Whitman College, Walla Walla, WA

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