

REAL ESTATE ANALYST RESUME

Job Objective:

Real Estate Analyst position where I can effectively utilize my skills and expertise.

Highlights of Qualifications:

- Good understanding of basic real estate principles and terminology
- In-depth knowledge of real estate financial terms and principles
- Analyze complex legal documents
- Ability to write routine reports and correspondence
- Comprehensive knowledge of analyzing performance results

Professional Experience:

Real Estate Analyst

Adidas Group, Seattle, WA

August 2005 – Present

Reviewed and processed loan documents and provided customer service to clients.

Prepared and developed correspondence to Investors and Borrowers.

Updated and maintained systems and loan agreement checklists to ensure loan docs are executed.

Prepared and delivered delinquency letters.

Reviewed and updated loan servicing system with loan information.

Prepared and delivered customized reports to the Investor.

Conducted advanced areas of work for the professional field.

Real Estate Analyst

Clayton Holdings, Inc., Seattle, WA

May 2000 – July 2005

Prepared and ensured accuracy of all financial data required for customer reporting, meeting reporting timelines.

Developed and reviewed top management financial plans and budgets.

Developed budgets and forecasted in conjunction with the BA and Regional Operations Team.

Determined and discussed financial analysis at every complex levels.

Reviewed and analyzed financial results, providing variance commentary on a monthly basis to budget and forecast.

Provided guidance to customers on real estate requirements.

Education:

Bachelor Degree in Economics

University of Chicago, Chicago, IL

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