
Real Estate Broker Resume

Job Objective

Looking for the opportunity to put my skills and experience to work for your company by acquiring a position as Real Estate Broker.

Work Experience:

Real Estate Broker, August 2005 – Present
Marcus & Millichap, Atlanta, GA

- Shown properties to the clients.
- Developed marketing and due diligence materials.
- Generated leads and cold called landlords and prospective clients.
- Researched commercial property details.
- Worked with senior members of the team to close transactions.
- Updated neighborhood, zoning texts and tax maps databases.

Real Estate Broker, May 2000 – July 2005
UGL Equis, Atlanta, GA

- Generated new business.
 - Developed strategies to diagnose and solve business problems.
 - Prepared market surveys, conducted research on companies, and communicated with existing clients.
 - Compiled mailing lists and sent out mailers.
 - Created and maintained comparable sales data.
 - Searched for and recorded available listings.
-

Summary of Qualifications:

- Exceptional experience in real estate sales, and property management
 - Skilled in negotiating long term leases and business references
 - In-depth knowledge of commercial and retail real estate leases
 - Excellent sales, marketing and presentation skills
 - federal, state and local rules and regulations
 - Proficient with GIS, CAD and Microsoft Office Suite
 - Ability to determine the appropriate length of commitment, and rent to secure profitable terms
 - Strong project management and organizational skills
-

Education:

Bachelor's Degree in Business Administration, Paul Quinn College, Dallas, TX

[Build your Resume Now](#)