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## Real Estate Specialist Resume

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### Job Objective

Searching for the right company in which my training as a Real Estate Specialist can help the organization progress and increase the cliental.

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### Highlights of Qualifications:

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- Admirable experience in acquiring sites and making required property negotiation for various land titles
  - Operational knowledge of Microsoft Office applications
  - Exceptional knowledge of retail principles and contracts
  - Remarkable ability to work in scheduled environment
  - Sound ability to travel and complete required work
  - Excellent communication skills in both oral and written forms
  - Skilled to manage projects and associated activities
  - Proficient in real estate law
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### Professional Experience:

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Real Estate Specialist  
MicroStrategy, York, PA  
May 2006 – Present

- Coordinated with real estate and construction department for analyzing bids and providing awards.
- Developed lease abstracts and documented lease and site approvals and tracked it regularly.
- Maintained regular reports for site information and prepared project schedule.
- Monitored lease obligations for various offices worldwide.
- Oversaw working of purchase orders and approved processes.
- Administered lease files for worldwide offices and related correspondence.
- Assisted in all vendor processes evaluated oversight.

Real Estate Specialist  
Technology Associates International Corporation, York, PA  
March 2003 – April 2006

- Managed all negotiations and private easements.
  - Administered mitigation of all property damage claims.
  - Monitored access issues and resolved all property queries.
  - Coordinated with landowners and company contractors.
  - Maintained knowledge on all property rights and performed related research.
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### Education:

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Bachelor's Degree in Business Administration  
Utah Valley University, Orem, UT

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