
Relocation Consultant Resume

Job Objective

Seeking a Relocation Consultant position in an environment where I can utilize my experience and my knowledge to add value to an organization.

Areas of Excellence:

- Remarkable experience of developing strong working relations
 - Huge knowledge of managing with law enforcement agencies
 - Deep knowledge of delivering training and presentations
 - Solid understanding of MS Office
 - Familiarity with workings of police and central government departments
 - Amazing ability to grasp new technology programs
 - Superior communication skills
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Professional Experience:

Relocation Consultant
Cameron, Haiku, HI
August 2005 – Present

- Managed as prime contact for client and transferee.
- Handled aspects of the corporate relocation.
- Carried out policy review with transferee.
- Regulated delivery of Home Marketing services.
- Provided Home Finding service and Home Purchase service.

Relocation Consultant
LIG, Inc., Haiku, HI
May 2000 – July 2005

- Managed equity advances and imparted mortgage assistance.
 - Ensured file was complete for closing.
 - Maintained data on computer system.
 - Authorized to approve client billing and invoices.
 - Handled file maintenance and performance reviews.
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Education:

Bachelor's Degree in Business Administration
Florida International University, Florida, FL

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