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## Relocation Specialist Resume

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### Job Objective

Looking for work within the company in the position of Relocation Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

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### Highlights of Qualifications:

- Vast experience of Corporate Relocation and Property management
  - Familiarity with Mortgage financing principles and procedures
  - Basic arithmetic skills
  - Strong math and listening skills
  - Excellent verbal and written communication skills
  - Strong customer service skills
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### Professional Experience:

Relocation Specialist  
Staffmark, Orlando, FL  
May 2006 – Present

- Submitted and provided quotes for the estimation of relocation packages.
- Arranged and provided the packers and movers.
- Assured that the client enjoyed pleasant and stress-free relocation and moving experience.
- Developed and upgraded the detailed records of each relocation.
- Conducted the physical inventories at displaced units.
- Developed, analyzed and monitored the section's budget.

Relocation Specialist  
Booz Allen Hamilton, Inc, Orlando, FL  
March 2003 – April 2006

- Estimated the replacement housing payments and moving re-establishment costs.
  - Checked the displaced family composition, economic situation, housing needs.
  - Checked the business economic status, zoning, business needs.
  - Assisted in the completion of forms and documents necessary to attain relocation assistance.
  - Supervised the relocation of residents and businesses utilizing property acquisitions.
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### Education:

High School Diploma  
Saint Joseph's High School, South Bend, IN

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