

Robert Jobseeker

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987 Smith Avenue
Big City, Maine 12345
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REAL ESTATE PROFESSIONAL

Top-producing, accomplished, enthusiastic realtor with a distinguished career of 20+ years selling real estate. Goal-oriented and results-driven with ability to utilize cutting-edge technologies in generating new markets. Strong decision maker with a proactive management style. Record of consistent achievement, proven P&L management skills, personal commitment, and positive corporate growth. Able to execute multiple projects simultaneously, communicate ideas to others, and bring functional groups together to achieve a common goal. Integrity is crucial to client care, and commitment to clients is to exceed their expectations.

HIGHLIGHTS OF QUALIFICATIONS

- Closed more than 1,000 transactions.
- Served three years on the North Land Association of Realtors Education and Communication Committee.
- Served on the Board of Directors for the Big City Board of Realtors.
- Member of the CMA (Complete Marketing Advantage) Network Group (a networking group consisting of 40 full-time agents from six companies whose purpose is to sell listed properties faster).
- Recognized for attaining top listings and developing qualified prospects.
- Skilled entrepreneurial marketing and development of competitive business strategies.
- In-depth industry knowledge; proactive approach to forestall problems.
- Adept negotiator and closer who excels in business development and new market penetration.
- Equipped to compete in a fast-paced, aggressive sales environment.
- Persuasive and articulate communicator who functions effectively as part of a decision-making team.

PROFESSIONAL CREDENTIALS

Certified Property Manager (CPM) through Institute of Real Estate Management (IREM)

Licensed Maine Realtor

REALTOR/ SALES ASSOCIATE

Woodland Properties - Your Town, ME

April 2001 - Present

Top-producing sales associate with thorough knowledge of Northern Maine. Handled complex transactions and all administrative functions. Continuously increased sales and maintained profitability each year.

PRESIDENT AND FOUNDER

Robert's Property Management - My Town, ME

June 1992 - April 2001

Launched startup of this diversified real estate investment, development, and asset management company, and built its property management portfolio to 1,000+ residential units and 1,000,000+ sq. ft. of commercial property. Established relationships with property owners, builders, and developers throughout the region, and negotiated favorable, multiyear management contracts.

Created a complete property management function, recruited experienced personnel, designed accounting and financial reporting processes, and implemented PC technologies for expanded portfolio analysis and management reporting capabilities.

Represented private investors, banks (REO's) and limited partnerships. Consistently successful in maximizing asset value through measurable gains in occupancy, tenant satisfaction, retention, and operating cost reduction.