## Personal Details

Name: Jane Smith

Address: 123 ABC street, Melbourne, VIC 3000

Mobile: 0412 345 678

Email address: jane.smith@email.com

## Key Competencies

* Deep understanding of current property market
* Excellent time-management and self-management skills
* Excellent communication and negotiation skills
* Outstanding in building trust with clients and closing the sale
* Ability to work under pressure and handle multiple tasks
* Dedicated to achieving customer satisfaction as well as meeting or surpassing company expectations
* Take great satisfaction and pride in seeing results and positive impact on the customer
* Possess strong positive and cooperative attitude
* Highly organized, creative with excellent interpersonal skills both verbally and in writing
* Possess a confident, vibrant and outgoing personality

**Employment History**

## Nov 2009 – Current

## Selling Melbourne Real Estate

## Sales Executive Property

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Responsibilities:

* Sell apartments (mostly off the plan projects) in CBD and inner city, some apartment projects as well as new townhouses in Eastern suburb such as Caulfield, Clayton south, Box hill, etc., house and land packages in Point Cook and surrounding areas
* Holding open inspections, instructing clients on best practices for selling success and liaising between renters/owners and prospective buyers for property inspections
* Maintaining and liaising with clients, building relationships with clients to encourage returning business and more listings
* Preparation of legal documents including listings and sales contracts
* Provide legal, economic and market information to prospective clients
* In charge of the administration of marketing and sales on off the plan apartment projects

Achievements:

* Totally sold 51 properties since Dec 2009. Have been sold 20 properties in the last 12 months
* Consistently received good feedback from clients on services I provided
* Established a growing client database and network in Real Estate

## Jan 2005 – Nov 2009

## ABC Real Estate

## Leasing Consultant

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Responsibilities:

* Provide prospects with opens/private inspections and information of rental listings
* Conduct market research and analysis of rent comparable
* Inform property managers of market conditions and marketplace feedback
* Process new tenant applications by conduction thorough background checks
* Monitoring applicant’s status of applications by communicating with the property managers and provide updates to all parties involved
* Prepare lease agreements and move-in packets
* Provide support to new staff through mentoring, observation and feedback

Achievements:

* Met and exceeded KPI’s
* Ability to anticipate and understand client needs and responses

## Education

Agent’s Representative Certificate Swinburne University 2009

Bachelor of Business Monash University 2007-2009

Xavier College Year 12 VCE 2003

## Referees

To be provided upon request.