

JOHN Q. PUBLIC

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Anytown, USA 12345

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555-555-5555 Home
444-444-4444 Mobile

PROPERTY MANAGER

*~ Built and Managed Real Estate Sales, Leasing, Business Brokerage & Consulting Firm
~ Built and Managed HVAC/R Contracting Business ~
~ 10+ Years of Real Estate Experience / 15+ Years Contracting Experience ~*

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Dynamic, resourceful professional with an extensive background real estate brokerage operations, business brokerage, management and contracting. Refined organizational, sales and marketing strategies; proven ability to anticipate customer needs and proactively remove barriers to the sale. Focused master negotiator who seeks win-win scenarios that exceed client expectations. Strong knowledge of property appeal, physical condition assessment and building maintenance needs. Familiar with real estate law, contracts, negotiation, risk management, and building construction / mechanical systems.

*Property Management ■ Lease Negotiation ■ Lease Management ■ Operations Efficiency ■ Client Relationships
Building Maintenance ■ Property Maintenance ■ Insurance ■ Vendor Relationships
Project Management ■ Contract Negotiation ■ Budgets and Economics ■ Time Management
Problem Identification and Autonomous Resolution ■ A Proven Leader and Achiever*

PROFESSIONAL EXPERIENCE

MEGALIST REALTY GROUP, LLC – ANYTOWN, USA

MANAGING BROKER/OWNER

2004 – PRESENT

Commercial and residential real estate sales, leasing, business brokerage and consulting firm.

Research and identify properties for listing; utilize various marketing methods to find buyers and sellers; build effective, productive working relationships with clients, Sales Associates, staff, outside professionals and vendors. Use exemplary verbal, written and electronic communication skills on a daily basis. Assess client needs; apply extensive knowledge of industry, geographical area, and superb negotiation skills to effectuate transactions with residential and commercial properties and brokerage of existing businesses.

- Utilize the Integrated Realty Information System, property appraisal web sites, and many online listing venues.
- Focused professional in tune with dictates of the macro and micro business environment. Analytical strategist with an uncanny ability to anticipate likely outcomes and structure shrewd negotiations beyond would-be barriers.

MID-SOUTH AIR SERVICE, INC. – ANYTOWN, USA

QUALIFYING CONTRACTOR/OWNER

1985 - 2000

High-end HVAC&R contracting company serving Orange and Seminole counties, including commercial, residential, aircraft, marine and medical HVAC&R systems.

Organized and implemented a highly successful professional contracting organization with responsibility for all aspects of operation from ground floor concept to development, growth and maintenance of vast and diverse client base. Designed, engineered and custom-built refrigeration equipment systems and utilized hands-on fabrication skills. Developed specialized in-house logistical systems for maximizing efficiency and the company's bottom line profitability.

- Passed rigorous Florida state exam, succeeded in becoming a registered HVAC & R contractor at the age of 19.
- Developed budgets, managed operations, purchased capital equipment and supplies, sold projects and engaged in negotiation with client decision makers; handled all marketing and managed human resources for the business.

EDUCATION

Bachelor of Science – Business Administration

University of Anytown ~ Anytown, USA ■ 2007

Additional Coursework

CCIM 101 Class and CCIM 104 Classes ■ Real Estate Investments ■ Real Estate Law ■ Ethics

MEMBERSHIPS AND LICENSURE

Anytown Real Estate Broker / Business Broker
Community Association Manager / CAM License
Business Brokers of Anytown BBA®
Central Anytown Commercial Real Estate Society CACRES®
CCIM® Institute Candidate

National Association of Realtors NAR®
Anytown Association of Realtors FAR®
Midtown Regional Realtor Association MRRRA
Anytown State Registered HVAC/R Contractor
Type II International Certification for Refrigerant Handling

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