

# CLIENT NAME

5555 Streetname Street, Anytown, FL 55555  
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## PROPERTY MANAGEMENT/REAL ESTATE

*Outstanding Administrative Skills / Cost Containment / Profitable Properties*

Highly motivated, astute and tenacious professional with documented success and broad-based experience in all areas of property management and real estate. Possess significant talents in acquisition, development, financing, and operations combined with emphasis on strategy development, cost containment, and profitability improvement. Demonstrated skills in promoting and negotiating successful service contract to ensure cost effective compliance on multiple projects. Known for solid, team-oriented leadership capabilities and success in generating solutions with a variety of complex tenant/client problems. Key professional strength areas include:

*Administrative Planning / Property Development/Management / Project Management / Restructuring and Revitalization  
Property Management / Community Relations / Tenant/Client Relations / Sales/Revenue Growth / Purchasing and Leasing  
Marketing/Advertising / Pricing/Cost Analysis / Strategic Negotiation / Asset Preservation / Risk/Loss Mitigation  
Administrative Support / Collections / Contract Administration / Project Proposals/Presentations / Permits / Evictions*

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## HIGHLIGHTED ACCOMPLISHMENTS/UNIQUE VALUE

**Sales Leadership:** Successfully closed 60 reservations holders and sold 32 units for Real Estate Leader. **Attained “Top Producer” status on team** consisting of 7 Account Executives. Sold 30% of available units.

**Territory Management:** As Regional Account Manager at Clothier Brand, **grew NC/SC/GA territory from zero to \$10M in annual revenues.** Expanded MD/VA/DC territory from \$300K to \$2M sales revenues annually. **Produced \$50M+ in aggregate revenues for company,** consistently ranking in top 1%.

**Project Coordination:** As Independent Licensed Real Estate Professional and Developer, completed real estate sales programs and obtained real estate licenses in Florida, New Jersey, and Pennsylvania. Purchased, renovated, remodeled, and interior-designed high-end homes in New Jersey, North Carolina, Pennsylvania and South Florida.

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## PROFESSIONAL EXPERIENCE

**Independent Licensed Real Estate Professional and Developer, FL/NJ/PA** 2000 - Present

- Demonstrate high level of personal and professional initiative in uncovering untapped real estate opportunities.
- Research local markets to source and purchase several high-end homes in New Jersey, North Carolina and Pennsylvania and South Florida
- Leverage project management skills to visualize and analyze scope of renovation and remodeling projects.
- Coordinate all aspects of projects, such as budgeting, negotiation, and resource management.
- Apply priority and time management skills to execute projects from inception to completion, including design, space planning, interior products, and final presentation.
- Conduct maintenance evaluations for building interiors and exteriors to ensure superior conditions.
- Apply property management knowledge to inspect building systems and assess efficiency.
- Served as Condo Association President in Anytown, FL, increased property value by 40% through initiating, coordinating and working with property management team to revitalize property. Proactively strategized with board members to identify concerns and devise win-win solutions. Led meetings to communicate scope of projects, deliver status updates, and propose modifications as needed.

**Real Estate Leader, Greenville, SC** 2004 - 2008

### **Account Executive**

Joined new Residential Division specializing in marketing and sales of residential properties for developers. Completed Real Estate Leader training program and was assigned to a team of 7 to sell 115 units of a proposed 130-unit condominium in Philadelphia.

- **Leading sales representative closing 30% of project.**
- Leveraged earlier sales leadership experience to create successful sales and marketing strategies.
- Capitalized on approachable sales style to achieve Top Producer designation on a team of 7 account executives.
- Deployed multi-channel sales and marketing strategies to optimize sales of 130-unit condominium.
- Pushed forward “reservation holder” management plan to convert reservation holders into sales.
- Guided reservation holders through purchasing process, including deposits and contracts.

**Sportswear Company**, Baltimore, MD

2001 - 2004

***Regional Account Manager***

Joined Baltimore based sportswear manufacturer to expand sportswear line. Worked closely with principal owner on coordinating, developing, launching and enhancing product lines.

- **Managed multiple territories increasing sales growth.**
- Expanded territory sales through strong interpersonal ability, account management skills, and results-driven approach.
- Partnered with buyers in retail planning, merchandising, promotions, inventory management, terms and agreements.
- Traveled extensively and attended all of the industry's major trade shows.

**Clothier Brand**, New York, NY

1988 - 2001

***Regional Account Manager***

Joined New York clothing manufacturer that decided to expand their apparel lines. Marketed multiple lines/labels throughout a three-state territory (Maryland, Virginia and District of Columbia). Later expanded territory to include North Carolina, South Carolina, and Georgia.

- Built territory in Maryland, Virginia, and D.C. from \$300K to \$2M+ annual revenues.
- Successfully positioned apparel lines in North Carolina, South Carolina, and Georgia, **expanding territory from zero to \$10M annual revenues.**
- Exceeded account sales benchmarks and metrics, **consistently achieving top 1% ranking in company for producing \$50M in aggregate revenues**, as well as top 1% ranking in industry.
- Instrumental in launching BOSS jeans and Beverly Hills Polo Club product lines.
- Launched high-impact marketing initiatives through multi-state territory to capture and expand key accounts with regional and national store chains, independent stores, and Marine Corp bases.
- Nurtured interdepartmental collaboration to cultivate environment of idea-sharing and innovation.
- Displayed exemplary interpersonal skills in fostering partnerships with buyers in retail planning, merchandising, promotions, inventory management, and terms and agreements.
- Implemented innovative marketing strategies to differentiate company apparel lines in competitive market, helping clients understand competitive positioning and value propositions.
- Successfully identified, pursued and acquired new accounts.

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**EDUCATION**

**Bachelor of Science in Business Administration, Strong University, Anytown, PA**

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**LICENSES/CERTIFICATIONS**

Community Association Manager (CAM), State of Florida  
Real Estate License