

Andrew Brandon

REAL ESTATE AGENT

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SUMMARY

Experienced and driven Real Estate Agent with a proven track record. Extremely knowledgeable about real estate procedures, laws, and trends. Highly productive and organized, striving to provide the best service to clients possible. Bringing forth strong multitasking skills, and a positive attitude and seeking to assist at all times. Committed to achieving client success and satisfaction every step of the way.

SKILLS

- Strong negotiation skills
- Writing and interpreting contracts
- Good Communication skills
- Strong organisational skills
- Valuating Properties
- MS Office

EXPERIENCE

Director / Partner

Design Property Group *Feb 2018 - Present*

- Residential Sales and Rentals
- Commercial Sales and Rentals
- Running of the Rental division
- Assisted with recruitment and training of new employees, while also monitoring productivity of current employees
- Assisted with contracts and employee training on contracts
- Valuating Properties
- Liaising with Sellers, buyers and attorneys
- Running credit checks
- Banking
- Controlling of deposits

Estate Agent

Keller Williams *Sep 2015 - Jan 2018*

- Residential sales
- Commercial Sales
- Valuations
- Canvassing
- Served as a friendly, hardworking and punctual employee
- Provided superior customer service to clients by addressing all questions and concerns

Sales Manager

Boutique *2012 - 2014*

- Retail sales
- Marketing
- Ordering of Stock
- Day to day running of the branch
- Client liaison

- Stock control

Estate Agent

Property Oasis 2007 - 2010

- Intern agent
- Residential sales
- Showhouses
- Marketing
- Canvassing

EDUCATION

Ignite Sales Course

San Jose State University Jan 2017

Sales and Marketing

Northeastern University 2008

LANGUAGES

English



Arabic



French



German



AWARDS

Highest Sales achieved for the year
State Woods

Highest Sales achieved for the year
Property KIA