Resumagic.com Sample Resume: Real Estate Management

Mary Smith

123 Elm Street, Anytown, ST 01234 Home: (123) 456-7890 Cell: (987) 654-3210 msmith@email.com

REAL ESTATE MANAGEMENT

Over 20 years experience in residential real estate sales, management, and property appraisals with nine years experience as a real estate broker, nine years experience as an independent fee appraiser, and three years experience managing own real estate firm.

- [State] Real Estate Broker #000000
- [State] Certified Residential Appraiser #00000

PROFESSIONAL EXPERIENCE

Office Broker, Name of Company, City, ST **2003 to Present**

- Hired, coached and supervised 13 real estate agents and led weekly staff meetings and seminars to motivate and train real estate agents in using effective marketing strategies; reduced agent turnover rate 30% and increased sales by 20% for years 2003-2004
- Developed and maintained investor relationships increasing number of investors by 18% and value of investment portfolios by 45% for years 2003-2004

Appraiser / Owner, Name of Company, City, ST **1993 to 2003**

- Appraised residential property in a five county area surrounding [Name of] County, including federally regulated single-family properties, multifamily properties, and income producing properties
- Appraised more than 80 properties damaged or destroyed by the 1998 [City, State] tornado
- Adeptly handled more than 150 out-of-town clients, protecting their assets and supervising reconstruction activities and repairs to their homes
- Excelled at working with minority women and first-time home buyers to overcome credit issues; helped more than 100 buyers obtain financing
- From 1997 to 1999, worked part-time as a broker associate for [Name of Company]; sold more properties than all other part-time agents for years 1998 and 1999
- Received certification training as an FHA appraiser and as a 203k consultant

Appraiser, Name of Company, City, ST **1986 to 1988**

- Completed more than 150 independent fee appraisal assignments exclusively for Fannie Mae and Freddie Mac during a period of economic downturn
- Developed marketing requirements based on competing properties, anticipated marketing periods, and verified completion to standards expected of work performed on REO properties

President, Name of Company, City, ST **1983 to 1986**

- Started a real estate management company that grew rapidly from 5 to 24 clients, with each client association consisting of 200 to 1000+ members, and most having $1 million+ operating budgets
- Supervised eight employees, developed annual operating budgets, assessed and collected annual fees, analyzed service contracts, supervised the compliance of service contracts, enforced deed restrictions, and conducted annual meetings for groups of 100 to 200 members
- Managed [Name of Subdivision], one of the first "master planned community development" homeowners' associations, with an operating budget in excess of $5 million
- Exceeded annual business development goals by more than 20% each year by aggressively marketing services to clients in [name of city] and the surrounding counties

Group Leader, Name of Company, City, ST **1980 to 1983**

- Completed a reevaluation of the [Name of Subdivision], which consisted of supervising all appraisal work and a team of four appraisers, and presented results to a Board of Equalization hearing where taxpayers could challenge appraised property values
- Supervised and trained six member team on collecting assessments and handling difficult clients

Consultant, **Water District Board of Equalization**, County, ST **1980 to 1983**
Tax Appraiser, **[Name] County Tax Assessor-Collector**, County, ST **1978 to 1979**
Tax Appraiser, **[City] Tax Assessor-Collector**, City, ST **1977 to 1978**
Tax Examiner, **Name of Company**, City, ST **1976 to 1977**

- For X County, appraised properties for tax valuation using mass appraisal methods and was promoted from residential to commercial appraiser
- For the City of X, helped citizens locate property using metes and bounds descriptions, appraised residential properties and assisted with property valuation protest hearings
- For X, searched various tax office rolls for encumbrances in order to ensure clear title

EDUCATION & LICENSES

B.S., Business Administration, University of Anytown, City, ST

Licenses and Certifications:

State] Certified Residential Appraiser (1993)
[State] Real Estate Broker (1991-2004)

Continuing Education:

- State Assessing Association Organization (SAAO): Tax Office Administration; Assessment Practices; Cost & Market / Income Approach to Value; and Advanced Personal Property
- Anytown Community College System: Real Estate Practices and Principles, Law, Finance, Math, Appraisals, Brokerage, Business Law, Appraisal Commerce, and Real Estate Sales and Marketing
- Appraisal Institute: Residential Valuation and Standards of Professional Practice
- [Name] School of Real Estate: Appraisal Preparation
- Appraisal Standards Board of the Appraisal Foundation: ASB Meeting on USPAP Revisions
- [Name] City Assoc. of Professional Mortgage Women & FHA: FHA Appraisal Seminar
- [Name] of Real Estate: Valuing Investment Properties
- [Name] School of Real Estate: Appraisal Standards
- [Name] of Real Estate: Principles of Review Appraisal
- University of Anytown: Business Management
- FHA [City] HUD: 203k Training for Consultants

Computer Skills*:* Microsoft Windows, Word, PowerPoint, Outlook, Al La Mode Appraisal Software, Marshall and Swift Cost Schedules, Multi-listing Service databases