

Julia Brooks

Apartment Leasing Consultant

(123) 456-7890 • City, ST 12345 • email@example.com • LinkedIn | Portfolio

Detail-oriented leasing consultant with five years of experience managing high-volume apartment portfolios. Skilled in tenant relations, lease negotiations, and occupancy optimization. Consistently maintained over 95% occupancy rates.

Key Skills

- Tenant acquisition & retention
- Lease negotiation
- CRM & property software
- Marketing & lead generation
- Customer service

Professional Experience

Leasing Consultant | Oakwood Properties, Seattle, WA | March 2019 – Present

- Leased up 120 units in 6 months, achieving 98% occupancy and \$50K monthly rent roll
- Implemented targeted marketing campaigns that increased tour bookings by 30%
- Resolved tenant concerns, leading to a 4.8/5 satisfaction rating on post-lease surveys

Assistant Leasing Consultant | Horizon Management, Portland, OR | June 2016 – February 2019

- Conducted 200+ property tours quarterly, converting 60% into signed leases
- Streamlined application processing, reducing approval time by 25%
- Trained 3 new leasing associates on property features and closing techniques

Education

BA Business Administration, May 2016 | Portland State University, Portland, OR