



# Alex Brown

## Associate Commercial Real Estate Agent

Associate agent specializing in light-industrial and office building transactions. Skilled at lease analysis, site tours, and investor presentations with a 15% faster deal-closing track record.

## CONTACT

 email@example.com

 LinkedIn | Portfolio

 City, ST, 34567

## KEY SKILLS

- Lease analysis
- Tour coordination
- Investor presentations
- Database management

## PROFESSIONAL EXPERIENCE

**Associate Commercial Agent** | Metro Commercial Realty, City, ST  
January 2021 - Present

- Co-managed 10 lease renewals worth \$4M in annual revenue, achieving 98% landlord retention
- Conducted 50+ site tours for prospective tenants, converting 30% into signed leases
- Prepared market analysis reports that informed pricing strategies, reducing vacancy by 12%

**Leasing Coordinator** | Urban Office Group, City, ST  
June 2018 - December 2020

- Processed 120+ lease applications with zero compliance errors
- Organized tenant move-ins and onboarding, reducing administrative delays by 20%
- Maintained lease abstract database, ensuring on-time renewals and accurate records

## EDUCATION

**Bachelor of Science, Business Management**  
City University, City, ST | May 2018