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# Riley Anderson

## Commercial Leasing Associate

Results-driven commercial real estate agent with five years of experience brokering office and retail leases totaling over \$120 million in value. Skilled in market research, financial analysis, and structuring complex lease agreements.



City, ST, 54321



riley.anderson@example.com



LinkedIn | Portfolio

## KEY SKILLS

- Market research & analysis
- Lease structuring
- Financial modeling
- Client relationship management
- Transaction coordination

## CERTIFICATIONS

- Certified Commercial Investment Member (CCIM), CCIM Institute, August 2020

## PROFESSIONAL EXPERIENCE

### COMMERCIAL REAL ESTATE AGENT | APEX COMMERCIAL REALTY CITY, ST | JULY 2018 – PRESENT

- Negotiated 40+ leases and sales transactions, totaling \$120 million in property value
- Developed in-depth market reports and financial models to support client investment decisions
- Managed due diligence and closing processes, reducing transaction timelines by 15%

### COMMERCIAL LEASING ASSOCIATE | MIDTOWN PROPERTIES CITY, ST | SEPTEMBER 2016 – JUNE 2018

- Supported senior brokers with site selection analyses for retail and office tenants
- Prepared lease abstracts and coordinated legal review, ensuring 100% compliance with local regulations
- Assisted with property tours and presentations, contributing to a 30% increase in new tenant signings

## EDUCATION

- Bachelor of Science (B.S.), Finance  
Capital University, City, ST | May 2016