

JORDAN MILLER

Commercial Real Estate Agent

City, ST, 34567 | (789) 555-0123 | email@example.com | LinkedIn | Portfolio



PROFILE

Licensed commercial real estate agent specializing in office and retail leases. Expert in market analysis, lease negotiations, and tenant relations. Achieved \$10M in lease volume in first year.

KEY SKILLS

- Tenant relations
- Lease negotiations
- Market analysis
- CRM database

PROFESSIONAL EXPERIENCE

Commercial Agent

Metro Commercial Realty, City, ST | April 2021 - Present

- Closed 12 office leases totaling \$10M in annual rent revenue
- Negotiated tenant improvements worth \$500K, securing client approval in 90% of proposals
- Developed market-rate analyses that informed pricing strategies within 1% of actual market values

Assistant Leasing Agent,

Urban Spaces LLC, City, ST | May 2019 - March 2021

- Coordinated property tours for 100+ prospective tenants, converting 25% to signed leases
- Maintained leasing database with 100% accuracy for 50+ properties

EDUCATION

Bachelor of Science in Business Administration

City University, City, ST | May 2019