



CONTACT

 jamie.wilson@example.com

 LinkedIn | Portfolio

 City, ST, 12345

KEY SKILLS

- Lease negotiations
- Tenant relations
- Property marketing
- Contract administration
- CRM database management

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.), REAL ESTATE | STATE UNIVERSITY, CITY, ST | MAY 2020

Jamie Wilson

Real Estate Leasing Associate

Energetic leasing agent with two years of experience matching renters to residential and commercial properties in competitive markets. Excels at negotiating lease terms, coordinating property showings, and maintaining 95% occupancy rates.

PROFESSIONAL EXPERIENCE

LEASING AGENT | PARKSIDE COMMUNITIES, CITY, ST | JUNE 2022 - PRESENT

- Conduct 50+ property tours monthly, converting 40% into signed leases
- Negotiate lease terms and process applications, maintaining a 95% occupancy rate
- Coordinate with maintenance and management to ensure tenant satisfaction and timely issue resolution

ASSISTANT LEASING COORDINATOR | BROOKFIELD PROPERTIES, CITY, ST | JANUARY 2021 - MAY 2022

- Supported the leasing team by screening applicant qualifications and conducting background checks
- Prepared and organized lease documents, reducing processing time by 20%
- Managed CRM updates for 300+ active and prospective tenants

CERTIFICATIONS

- Licensed Real Estate Agent, State of ST | August 2020