


# Jamie Wilson

## Real Estate Leasing Specialist

Leasing specialist with four years of experience securing commercial and residential tenants. Proven ability to streamline application processes and maintain 98% occupancy.

### CONTACT

 email@example.com

 LinkedIn | Portfolio

 City, ST, 34567

### KEY SKILLS

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

### EDUCATION

Bachelor of Arts, Hospitality  
Management  
Hospitality University, City, ST  
May 2017

### PROFESSIONAL EXPERIENCE

Leasing Agent | Summit Properties, City, ST  
July 2018 – Present

- Process 100+ lease applications monthly with a 99% approval rate
- Conduct 30+ property tours per week, converting 40% into signed leases
- Negotiate renewal terms, driving landlord retention from 85% to 95%

Assistant Leasing Coordinator | Riverside Realty, City, ST  
May 2016 – June 2018

- Managed tenant communications, reducing late payments by 20%
- Maintained digital lease records with 100% accuracy