

JoannA BLOGGS ESTATE AGENT

123, THE STREET, THE TOWN, NG1 8DY ~ (01948) 123456 ~ JOANNA.BLOGGS@HOTMAIL.COM

I am a highly effective Estate Agent having gained substantial experience working with market leading Estate Agency brands. I am competent in liaising between vendors, purchaser and solicitors to push sales through to completion. I am looking for a senior role with a high-street name.

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| work history  Senior Estate Agent  Carmichael Estate Agency : 2014 – 2019  Registering and qualifying applicants.  Scheduling viewings with new applicants and liaising with current tenants and landlords / owners for access to the property.  Ensuring all written communication is appropriate, accurate and follows the company standards.  Developing the business' portfolio by marketing, speaking to existing and new landlords / owners.  Estate Agent  hunstanton Estate Agency : 2012 – 2014  Identifying and registering potential buyers and sellers, securing viewings and valuations, making financial services appointments.  Following up viewings and securing offers  Understanding and demonstrating the importance of re-qualifying applicants.  Undertaking viewings.  Trainee Estate Agent Sales Progressor  tobermoree Estate Agency : 2011 – 2012  Working closely with the Sales Office Negotiators and the management team to ensure they were kept up to date on the progression of sales and ensuring the process continued to run smoothly.  Liaising with Purchasers, Vendors, Solicitors, Surveyors as well as other Estate Agents involved in the chain and making sure the conveyancing process is carried out smoothly and professionally. |  |  | key skills   * Estate Agent / property industry knowledge * Highly presentable * Self-motivated, ambitious and financially driven * Able to deliver high levels of customer service * A confident and resilient person * Bright, energetic and organised * An extremely good telephone manner.   qualifications  BA (Hons) Business (2:1)  super university : 2010 – 2012  A Levels  English (A) Maths (A) Science (C) Art (C)  super college : 2009 – 2010  interests  Go karting  Abseiling  Cycling  Hiking  Outdoor climbing  references  JANE NORMAN, CEO  Carmichael Estate Agency  jane.norman@carmichael.co.uk  (01332) 123456  ALICE CLARE, CEO  HUNSTANTON Estate Agency  alice.clare@carmichael.co.uk  (01332) 456999 |
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