

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.

|  |  |  |  |
| --- | --- | --- | --- |
| work historySenior Estate Agent Carmichael Estate Agency : 2014 – 2019Registering 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 – 2014Identifying and registering potential buyers and sellers, securing viewings and valuations, making financial services appointments.Following up viewings and securing offersUnderstanding and demonstrating the importance of re-qualifying applicants.Undertaking viewings.Trainee Estate Agent Sales Progressor tobermoree Estate Agency : 2011 – 2012Working 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.

qualificationsBA (Hons) Business (2:1) super university : 2010 – 2012A LevelsEnglish (A) Maths (A) Science (C) Art (C)super college : 2009 – 2010interestsGo kartingAbseilingCyclingHikingOutdoor climbingreferencesJANE NORMAN, CEOCarmichael Estate Agencyjane.norman@carmichael.co.uk(01332) 123456ALICE CLARE, CEOHUNSTANTON Estate Agencyalice.clare@carmichael.co.uk(01332) 456999 |
|  |  |

This CV template is subject to copyright. You may use it for personal use only.

The image in this file is used under licence and must not be reproduced, except in connection with the use of this CV template for your own personal use.

**Fonts required:**

Open Sans Light - [https://fonts.google.com/specimen/Open+Sans](https://fonts.google.com/specimen/Open%2BSans)

[**©CVtemplatemaster.com**](http://www.cvtemplatemaster.com/cv-template/)