



# Errol Morris

REAL ESTATE AGENT

✉ email@email.com

📍 1515 Pacific Ave, Los Angeles, CA 90291, United States

☎ (541) 754-3010

## Profile

Six-year Licensed Realtor of residential and commercial sales. Increased sales by an average of 19% yearly and an expert in integrating new customers and planning. Proficient in negotiation, client analysis, market research, and contract drafting. Considered as part of the top 10% for listings taken and sold in 2018 of the Nevada Sales Award recipients.

## Employment History

Real Estate Agent, Luxury Living Properties, Century

January 2019 — November 2020

*Through implementing new software reduced the closing time by 19%. Reduced workload by 32% by assisting real estate property manager with new property acquisitions*

- Keep up to date with industry news and local and regional market activity
- Review the daily MLS Hot Sheet or Activity Report to research active, pending, and sold listings.
- Completing, submitting, and filing paperwork such as real estate documents, agreements/contracts, and records with appropriate state agencies.
- Answering incoming emails and phone calls.
- Keep social media profiles, websites, and blogs up to date.
- Cultivate marketing plans by creating pamphlets, newspaper advertisements, and other marketing mediums.
- Develop plans on hosting appointments, showings, open houses, and meetings with other Real Estate Agents and new and old clients.
- Meet up with sellers and understand their needs with new listings.
- Establish your skills, such as marketing abilities, negotiation competence, and knowledge of the market.
- Prepare listings for advertising by taking photos of the properties, inside and outside.
- Use listing services to list properties.
- Compare properties to determine an asking price by researching the current local market.

Real Estate Agent, Remix Real Estate, Manhattan

January 2012 — June 2019

*Expert in planning and integrating new customer prospecting campaigns increasing agency's acquisition rate by an average of 25% year-to-year. Advise sellers on how to make homes more appealing to potential buyers with intelligent staging techniques increasing average selling prices by 20% from initial appraisals.*

- Meet with new buyers, understand what they are looking for, and qualify them as prospective buyers.
- Help your clients by researching which listings suit them best.

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
(541) 754-3010  
[email@email.com](mailto:email@email.com)

*Driving license*

Full

*Place of birth*

San Antonio

## Links

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## Skills

National Association of Realtors Online Database

Agent Business Builder

Listing a property

Loans

Mortgages

Digital Marketing

Contractual Agreements

Settlement Figures

## Hobbies

Free Diving, Running, Sky Diving

- Set up appointments for clients according to their schedule to show them new properties available.
- Communicate to the buyers any details on properties on the information you gained by speaking to other agents or researching the properties when showing them selected properties.
- Use negotiation skills by making offers for real estate purchases
- Demonstrate negotiation skills, making offers of purchase on real estate.
- Stay up to date with new listings and people looking to buy or sell their homes
- Help a buyer or a seller narrow down their search for a house or a buyer.
- Gather first-hand knowledge on several available properties in the local market by attending estate launches, developer fairs, and auctions

## **Education**

Licensed Commercial Real Estate Agent, REALTORS Association, Newport

*November 2020 — November 2020*

Real Estate Brokers License, Housing Mortgage Association, Brooklyn

*January 2019 — April 2019*

Bachelors of Arts in Property Management, New York University, New York

*January 2016 — June 2018*

Bachelors of Arts in Marketing Management, University of Pennsylvania, Philadelphia

*January 2012 — July 2016*

Certified Manager of Community Associations (CMCA), National Board of Certification, Online

*January 2011 — March 2012*