



# ERROL MORRIS

Real Estate Agent

## DETAILS

### Contacts

1515 Pacific Ave, Los Angeles, CA 90291, United

States

[email@email.com](mailto:email@email.com)

(541) 754-3010

### Driving license

Full

### Place of birth

San Antonio

## 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.
- 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

## LINKS

[Linkedin](#) [Build this template](#) [Pinterest](#) [resumeviking.com/templates/](https://resumeviking.com/templates/)

## SKILLS

National Association of Realtors Online Database

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Listing a property

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Mortgages

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Contractual Agreements

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Agent Business Builder

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Loans

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Digital Marketing

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Settlement Figures

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## HOBBIES

Free Diving, Running, Sky Diving