

ERROL MORRIS

Real Estate Agent

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

(541) 754-3010

email@email.com

Place of birth *San Antonio* Driving license *Full*

LINKS

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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** Jan 2019 — Nov 2020
Century

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** Jan 2012 — Jun 2019
Manhattan

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

- ❖ **REALTORS Association** Nov 2020 — Nov 2020
Licensed Commercial Real Estate Agent Newport
- ❖ **Housing Mortgage Association** Jan 2019 — Apr 2019
Real Estate Brokers License Brooklyn
- ❖ **New York University** Jan 2016 — Jun 2018
Bachelors of Arts in Property Management New York
- ❖ **University of Pennsylvania** Jan 2012 — Jul 2016
Bachelors of Arts in Marketing Management Philadelphia
- ❖ **National Board of Certification** Jan 2011 — Mar 2012
Certified Manager of Community Associations (CMCA), Online

SKILLS

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|----------------------------------|---------------|------------------------|---------------|
| National Association of Realtors | <i>Expert</i> | Mortgages | <i>Expert</i> |
| Online Database | | Digital Marketing | <i>Expert</i> |
| Agent Business Builder | <i>Expert</i> | Contractual Agreements | <i>Expert</i> |
| Listing a property | <i>Expert</i> | Settlement Figures | <i>Expert</i> |
| Loans | <i>Expert</i> | | |

HOBBIES

Free Diving, Running, Sky Diving