

CLIENT NAME

📍 123 Anywhere, Any Town, USA 📞 Phone ✉ client-email@yahoo.com

COMMERCIAL REAL ESTATE SALES EXECUTIVE

Asset Acquisition & Management ~ Business Development ~ Strategic Planning ~ Portfolio Management

Dynamic, versatile **Real Estate Executive** with extensive experience in all aspects of commercial real estate and financing including: asset valuation and management, strategic positioning, and operations management. Exceptional technology skills combined with proven ability to drive marketing strategy, manage and nurture talent, deliver sales growth, form strategic partnerships, and successfully implement and oversee complex projects. Outstanding strategist distinguished for proven leadership and team-building skills and excellent conflict resolution abilities. Proven expertise with implementing processes that improve efficiency and accomplished in all areas of marketing from soup-to-nuts with keen ability to identify, build, and maintain business relationships. Possess verifiable management skills that enhance productivity and drive sustained organizational performance.

NOTABLE ACHIEVEMENTS

- ✓ **Operations Management:** Direct and coordinate business and departmental activities such as: production, pricing, sales, and product distribution.
- ✓ **Account Management:** Generate lists of properties for sale with vital information including: their locations, descriptions, and available financing options. Maintain active database of potential marketable properties.
- ✓ **Human Resource Management:** Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.

AREAS OF EXPERTISE

Strategic & Tactical Planning • New Business Development • Negotiations • Market Research • Brand Planning
Lease Negotiations • Consumer Insights • P & L Management • Operations Management Organizational Roadmaps
Budgeting & Forecasting • Commercial Real Estate & Financing • Illustrations, Sketching & Artwork Design
Financing for Property Purchases • Strategic Positioning • Asset Valuation • Hold/Sell Analysis • Competitive
Analysis • Strong Persuasion Skills • Property Appraisal & Income Potential Assessment • Acquisitions &
Dispositions • Return On Invested Capital • Revenue Generation & Profit Growth

Language Proficiency: English, Spanish, Russian, Arabic, Armenian

PROFESSIONAL EXPERIENCE

MAXWELL REALTY INC., Woodland Hills, CA

Broker Officer • 2003-Present

Manage the placement of properties for sale with real estate firms after obtaining agreements from property owners. Monitor fulfillment of purchase contract terms to ensure that they are handled in a timely manner. Sell, for a fee, real estate owned by others.

Key Accomplishments

- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details and during the closing of sales.
- Maintain current knowledge of real estate law, local economies, fair housing laws, types of available mortgages, financing options, and government programs.
- Analyze and verify transactions completed by loan officers, attorneys, or other professionals to ensure proper performance and execution.
- Maintain awareness of current income tax regulations, local zoning, building and tax laws, and growth possibilities of the area where a property is located.
- Supervise agents who handle real estate transactions.
- Manage the timely execution of title searches of properties being sold.
- Conduct virtual tours of properties for prospective buyers.
- Monitor timely fulfillment of purchase contract terms to ensure effective and efficient processing and high level of client satisfaction.

MAXWELL FINANCIAL INC. Woodland Hills CA

Broker Officer • 2003-2011

- Determined customers' financial services needs and prepare proposals to sell services that address these needs.
- Contacted prospective customers to present information and explain available services.
- Generated and prepared forms or agreements to complete sales.

DELUCCI COLLECTIONS Los Angeles CA

President /CEO • 2000-Present

- Directed and coordinated financial or budget activities to fund operations, maximize investments, or increase efficiency.

Key Accomplishments

- Analyzed operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Directed, planned, and implemented policies, objectives, and activities to ensure profitable operations, maximize returns on investments, and increase productivity.
- Prepared budgets for approval, including those for funding or implementation of programs.
- Negotiated and approved contracts and agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Established departmental responsibilities and coordinated functions among departments and sites.
- Implemented corrective action plans to solve organizational or departmental problems.
- Directed non-merchandising departments, such as advertising, purchasing, credit, or accounting.

PRINCESS GEM CUTTERS Los Angeles CA

President/CEO • 1989-Present

- Created and prepared sketches of ideas, detailed drawings, illustrations, artwork, or blueprints, using drafting instruments, paints and brushes, or computer-aided design equipment.

Key Accomplishments

- Modified and refined designs, using working models, to conform to customer specifications, production limitations, or changes in design trends.
- Evaluated feasibility of design ideas, based on factors such as appearance, safety, function, serviceability, budget, production costs/methods, and market characteristics.
- Developed manufacturing procedures and monitored the manufacture of their designs in a factory to improve operations and product quality.
- Creatively directed and coordinated the look and function of product lines.
- Supervised assistants' work throughout the design process.
- Read publications, attend showings, and studied competing products and design styles and motifs to obtain perspective and generate design concepts.

Previous positions include Sales Associate with Century 21 New Millenium in Glendale, CA; and President and CEO of Home Loan Funder, Inc., in Irvine, CA.

EDUCATION

- **Real Estate School**, Burbank, CA, Continuous related Real Estate Courses
- **USSA Medical School**, Yerevan