

**Meili Chen**  
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## Profile

Licensed real estate broker with more than 12 years' experience in property markets across multiple states. Expert knowledge in portfolio management and real estate law. Strong communication skills and ability to build relationships with buyers and sellers. Experience managing multiple development projects, including mixed-use residential and office spaces and commercial properties.

## Professional Experience

### **Senior Commercial Real Estate Agent, BC Commercial Realty, Burlington, VT**

*March 2013 - Present*

- Facilitate meetings with architects, engineers, lenders and property managers to ensure projects were completed on time and in an effective manner
- Develop new business through targeted marketing campaigns, increasing new commercial real estate accounts by 32%
- Directly contributed to commercial real estate transactions with average yearly sales volume of \$1.25 million
- Effectively negotiate lease terms and prices with each client

### **Real Estate Agent, CK Real Estate, Richmond, VA**

*July 2009 - February 2013*

- Worked with commercial and residential property clients, facilitating the entire real estate transaction
- Worked in a fast-paced environment, managing multiple clients and regularly handling difficult situations
- Kept up to date with market trends and regularly analyzed local property market to ensure clients received the best advice regarding valuations and buying decisions
- Used novel marketing strategies, including events and social media, to market properties, leading to a 10% increase in offer prices

## Education

### **Master's Degree in Real Estate**

*Georgetown University, Washington, DC, September 2012 - June 2014*

### **Bachelor of Science in Real Estate**

*Virginia Tech, Blacksburg, VA, September 2005 - June 2009*

## Key Skills

- Advanced negotiation skills
- Expert customer service and interpersonal communication skills
- Knowledgeable of federal and local real estate laws and regulations
- Knowledge of property marketing strategies
- Organized and resourceful

## Certifications

Real Estate Broker License, Vermont, 2018