

James Arthur

123 Your Street, San Francisco, CA 12345
jamesarthur@example.com
(123) 456-7890

PROFILE

An Apartment Leasing Agent with 10+ years of experience, specializing in real estate sales, vendor management, lease consulting, and contract negotiations. A strong history of exceeding occupancy goals and driving traffic for apartment complexes within Northern California.

PROFESSIONAL EXPERIENCE

Senior Apartment Leasing Agent

Sunnyvale Apartments, Sunnyvale, CA | July 2016 – Present

- Achieve an 80% close rate for apartment leases generating \$30K-\$60K in yearly revenue, utilize consultative sales techniques, and negotiate leasing terms and contracts
- Improve occupancy rates to 95% by refining online advertising strategy and creating print advertisements for target areas and demographics
- Manage relationships with vendors, secure optimal pricing for services, and identify the opportunity to incorporate renewable solar energy, resulting in a 10% reduction in costs

Apartment Leasing Agent

San Jose Apartments, San Jose, CA | May 2011 – July 2016

- Conducted property tours with potential residents, provided education on properties and apartment amenities, and maintained occupancy levels of 92%
- Reduced occupancy turnover rates by 30% through driving process improvement efforts to improve maintenance response times
- Led efforts to build an inclusive and welcoming residential community by organizing and promoting events for tenants to foster positive relationships

EDUCATION

Bachelor of Science (B.S.) Business Administration

University of San Francisco,
San Francisco, CA
September 2007 - May 2011

KEY SKILLS

- Property Management
- Real Estate Sales
- Vendor Management
- Relationship Building
- Yardi